IESL Membership Reinstatement Process System Instructions

1. Login to your IESL account. If you are under the reinstatement category, your account dashboard will display a message like below.

iood Morning	Wed, 23 Oct 2019
elcome to the IESL Management Information System	9:33:59 AM
Your Profile has been de-activated due to	outstanding of annual subscription.
Your Profile has been de-activated due to	outstanding of annual subscription.

2. If you want to further clarify about IESL reinstatement policy, click on "View More" button and read the instructions.



3. You can check your total outstanding amount in your member profile. Go to My Profile -> View Profile under the left menu.



View Profile History	
	Deactivated - (Reinstatement)
	Total payable: Rs.10,144.00 wallet Amount: Rs.0.00
	Wild Apricot ID: Profile Enrollment Date: Library Membership No: Null
	Profile Outstanding Payments Profile History Events History
Personal Informa	tion Academic Qualifications Training & Experience Professional Memberships
Personal Informa	Profile Outstanding Payments Profile History Events History tion Academic Qualifications Training & Experience Professional Memberships Image: Comparison of the second

4. To submit your reinstatement application, click on "Apply for Reinstatement" button which shown under point 01. Then below application will be loaded. Submit the application.

Member Reinstate	ment				
You may submit a request to	reinstate your membership by	y completing the <mark>f</mark>	following form.		
If you want to change any	of the following information, y	ou have to updat e	e your profile		
Step 1	Step 2	Step 3	Step 4	Step 5	
Personal Information	Academic Qualifications	Proposers	Training & Experience	Professional Memberships	

5. Once you are successfully submitted the application, it will be under the verification process. You can check your application status by clicking the below button in your account dashboard.



6. For successful reinstatement process, you have to complete 4 main steps as below.

Your Membership Reinstatement Application Status	
Application Under Review	
	Payment Pending Pay
Application Process Pending	•
	Application Status

7. Once your application is accepted by IESL, you will be notified for the payments.

A Your Membership Reinstatement Application Status		
Application Reviewed	0	
		D Payment Pending Pay
Application Process Pending		
		Application Status

8. You can click on "Pay" icon to complete the payments.

Your application has be Please pay the following reinstatemen	een reviewed and approved by IESL t fee, for completing the reinstatement.	
Subscription for Current Year:	LKR 5,072.00	
Subscription for Previous Year(s):	LKR 5,072.00	
Surcharge:	LKR 0.00	
Total:	LKR 10,144.00	
Send receipt by post: Pay Now Inform Offline Payment		

You have two payment options; easiest way is to make payments via Internet Payment Gateway. Or else you can make offline payments as well.

- 9. Once you completed the payments, application will be further processed. You will be notified about reinstatement process completion after PSMC and Council approvals.
- 10. Your account will be automatically change in to usual member profile after successful completion of the reinstatement process.