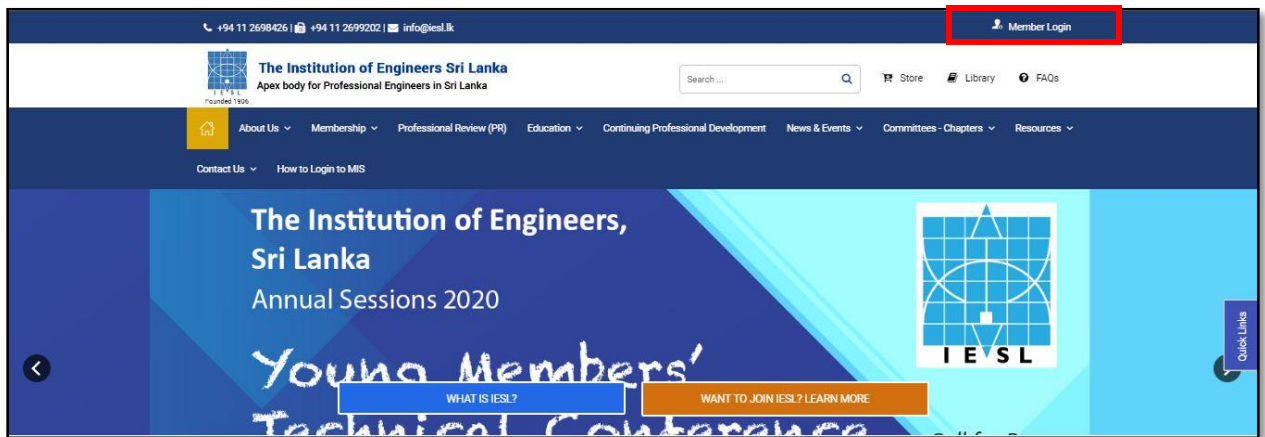


# IESL Membership Application Process (Transfer Application) System Instructions

1. Visit IESL MIS Website, click on “Member Login” - <https://iesl.lk/mis/>

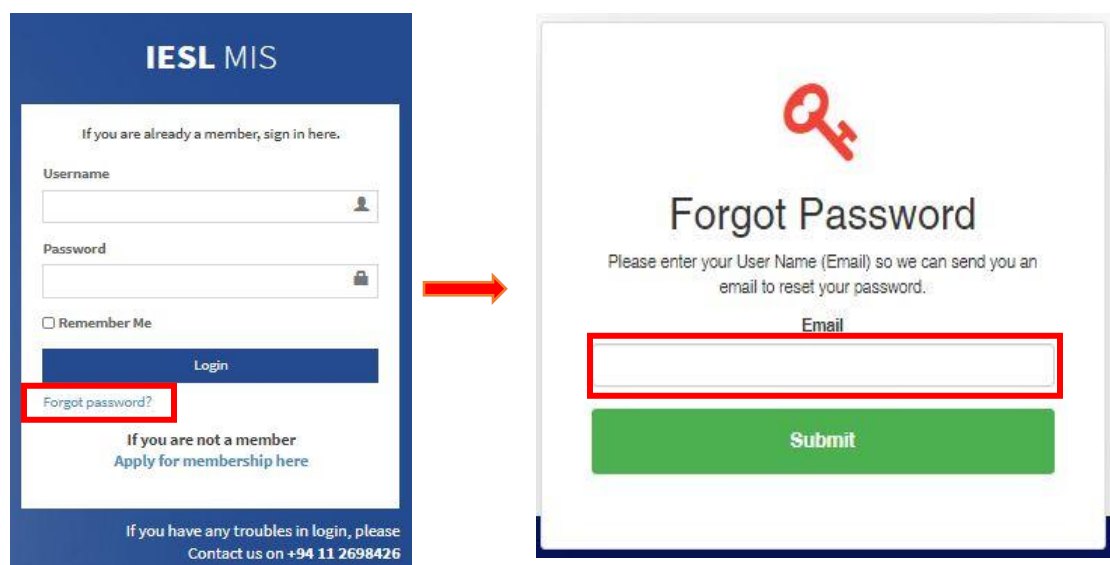


2. In order to transfer from Member to Fellow Member, you are required to login to your Member profile

**If you are unable to login, please follow the below mentioned procedure.**

- i. Click on “Forgot Password?”, enter your email address and click on “submit” button. (The email address has to be the one that you have provided to IESL) Once you click on the submit button you will receive an email with password reset link.

**NB - If you do not received the password reset link, you may contact IESL membership Division. (The most possible reason for not receiving the link is the current email address you were given to IESL is different.)**



- ii. Once you reset your password, a window will appear to enter the username and password. Username has to be your email address. After entering the new password, click the login button.

### 3. Compulsory Documents to be submitted

- I. You are required to get signatures from four proposers. At least two of them should be Fellow Members of the Institution and one of the proposers should be from the same discipline.
- II. Experience Report should base on post charter engineering experience.
- III. Application Form ([Click Here](#))

❖ You may refer to the Fellow Guideline ([Click Here](#))

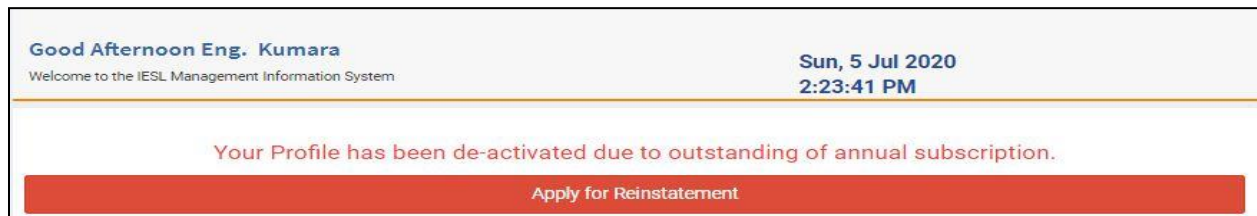
Make sure to keep the scanned documents (PDF or JPEG) that you are going to upload to the system below 5MB and also the documents should be in coloured format.

4. Once you logged in to your account, you will see the dashboard as follows

**Important - Before transferring the membership you have to activate your profile.**

#### Dashboard of a Deactivated Account

If the dashboard of your profile views as follows, please follow the reinstatement process.



The screenshot shows a dashboard for a user named Eng. Kumara. The top left corner displays the greeting "Good Afternoon Eng. Kumara" and the text "Welcome to the IESL Management Information System". The top right corner shows the date and time: "Sun, 5 Jul 2020 2:23:41 PM". The main content area features a red message: "Your Profile has been de-activated due to outstanding of annual subscription." Below this message is a prominent red button labeled "Apply for Reinstatement".

**The Reinstatement Process is as follows**

- I. Click on "Apply for Reinstatement"
- II. Click on "Step 05" (For the time being skip steps 1 – 4)
- III. Click on "Submit"

## Dashboard of an Active Account

The screenshot shows the IESL MIS dashboard. On the left is a navigation menu with items like Dashboard, My Profile, Surveys and Opinion Polls, My Publications, Council Decisions, IESL Events, My Groups, Membership Upgrade, Professional Review, Comprehensive Design Project, Resource Person, My Payments, and Continuing Professional Development. The main content area features a 'Good Morning' greeting, the date 'Fri, 20 Dec 2019 9:03:33 AM', and a 'Welcome to the IESL Management Information System' message. A user profile card displays a placeholder for a photo, the name, member number, discipline (Marine), email, and NIC No., with a 'View Full Profile' button. To the right, there are sections for 'IESL Website' (The Institution of Engineers Sri Lanka), 'Important Links' (Council Decisions, Member Directory), 'Feedback & Issues' (Submit Feedback, Report an Issue), and 'My Pending Payments' (Subscription Fee: 5,072.00, Public CPD event: 3,000.00, ECESL Payment: 1,150.00). A 'Notification Panel' on the far right lists various CPD and event notifications.

5. Please follow the below given steps to upload the necessary documents.

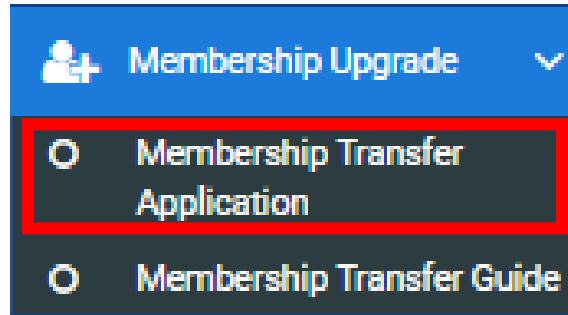
I. Click on **“View Full Profile”**

This screenshot shows the 'View Full Profile' page. The user's profile information is displayed, including a placeholder for a photo, the name, member number, discipline (Marine), email, and NIC No. A red box highlights the 'View Full Profile' button. To the right, there are sections for 'IESL Website', 'Important Links' (Council Decisions, Member Directory), 'Feedback & Issues' (Submit Feedback, Report an Issue), and 'My Pending Payments'. The pending payments section lists: Subscription Fee (5,072.00), Public CPD event (3,000.00), and ECESL Payment (1,150.00).

II. Click on **“Edit”** Button and update your personal information.

This screenshot shows the 'Edit Profile' page. At the top right, there are 'Home' and 'My Profile' buttons. Below is a 'View Profile History' button. The main profile card shows a placeholder for a photo and fields for Engineering Discipline, Membership Number, Class of Membership, Wild Apricot ID, ECESL Number, Profile Enrollment Date, and Library Membership No. Below these fields are tabs for Profile, Outstanding Payments, Profile History, and Events History. At the bottom, there are tabs for Personal Information, Academic Qualifications, Training & Experience, and Professional Memberships. A red box highlights the 'Edit' button in the bottom right corner.

After updating your personal information, click on Membership Upgrade (a tab in the left side of your screen) and then click on Membership Transfer Application.



Select the Class of membership that you are going to apply.

A screenshot of a web form titled 'Membership Transfer Form'. At the top right, there are links for 'Home' and 'Membership Transfer Form'. The form contains several input fields: 'Present Membership Number: \*' with the value 'M-3539', 'Present Class of Membership: \*' with the value 'Corporate Member - M', 'Class of Membership Applied: \*' with a dropdown menu showing 'Fellow - F', and 'Engineering Discipline: \*' with the value 'Civil'. There is also a 'User image' placeholder. At the bottom, there is a progress bar with five steps: 'Step 1 Personal Information', 'Step 2 Academic Qualifications', 'Step 3 Proposers', 'Step 4 Training & Experience', and 'Step 5 Professional Memberships'. The 'Step 3 Proposers' button is highlighted in blue.

Click on step 3 and attach the proposer's signed certificate one by one. (Type the membership number and select your proposer). Then, click on the "Browse" button, select the proposers signed application and attach. (Since the signatures are in the application, you have to scan both sides of the application and then upload. Scanned PFD application should be in coloured format)

A screenshot of the 'Step 3 Proposers' form. At the top, there is a progress bar with five steps: 'Step 1 Personal Information', 'Step 2 Academic Qualifications', 'Step 3 Proposers', 'Step 4 Training & Experience', and 'Step 5 Professional Memberships'. The 'Step 3 Proposers' button is highlighted in blue. Below the progress bar, there are two search boxes: 'Search by Name' and 'Search by Membership Number', both with the placeholder text 'Type at least 3 characters'. Below these are four rows of input fields for adding proposers. Each row has fields for 'Name with Initials: \*', 'Class of Membership: \*', and 'Membership Number: \*'. To the right of each row is a 'Browse...' button and a circular orange button with a plus sign. At the bottom left, there are 'Back' and 'Next' buttons.

Click on “Step 5” and click on “Submit”.

The screenshot shows a web form titled "Membership Transfer Form". At the top, it states: "You may submit a request to transfer your membership by completing the following form. If you want to change any of the following information, you have to **update your profile**".

The form contains the following fields:

- Present Membership Number: \*** (Text input): M-3539
- Present Class of Membership: \*** (Text input): Corporate Member - M
- Class of Membership Applied: \*** (Dropdown menu): Fellow - F
- Engineering Discipline: \*** (Text input): Civil

There is a "user image" placeholder icon to the right of the "Present Class of Membership" field.

Below the form fields is a progress bar with five steps:

- Step 1: Personal Information
- Step 2: Academic Qualifications
- Step 3: Proposers
- Step 4: Training & Experience
- Step 5: Professional Memberships (highlighted in blue)

Below the progress bar, the text "No Records" is displayed.

At the bottom left, there are two buttons: "Back" and "Submit". The "Submit" button is highlighted with a red box.

Once the application is submitted, Membership Division will review your application. After a successful review, you will get an email notification, to make the payment against the invoice generated in your account. Please follow the following steps below.

- I. Login to your account
- II. Click on “**Membership Upgrades -> Membership Transfer Application**”
- III. Click on “**Pay**” button.
- IV. Follow the payment procedure stated (For quick & speedy processing, please use “Online” payment option)

After completion of your payment, your application will be forwarded to PSMC.