**Full Membership Application Guide**

To apply for Full Membership you must be working in or teaching physiology. To be eligible, applicants must hold a PhD in physiology or a related subject, have an MD or other appropriate qualification and/or have at least 4 years of working experience in physiology or a related subject.

You will need to include details of a sponsor: A Full, Fellow or Honorary Member who can confirm your status in a professional capacity.

To apply for membership with The Physiological Society you must first create an online account to access our portal which you can do by following the steps below.

Register on to the Physoc portal by going to the URL [https://portal.tpshosting.org.uk/login](https://portal.tpshosting.org.uk/login)

Click on ‘Register’

Fill in the details on the form ensuring all fields are completed and click submit.
Please note, if one of the required fields is not filled in, * will show next to it and you will not be able to select submit.

Once submitted, you will have then successfully registered for an account on the Physoc portal. You will receive a confirmatory email and be redirected to the portal homepage.

To apply for membership, please select ‘Apply for Membership’

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Welcome Harry
Welcome to The Physiological Society portal. The portal offers a secure place for registered users and members to:

- Apply for Society membership
- Renew or upgrade existing membership
- Apply for grants
- Register for Society meetings
- Update your profile, includes addresses and interests
- Download receipts and certificates of attendance
- Lookup fellow members via the member directory
- Complete or update Equality and Diversity information

We hope you find the portal services helpful. If you have any queries or suggestions, please email membership@physoc.org

From here, please select apply next to Full Membership
There are two rates for Full Membership.

Rate 1 (£50) - If you have less than 5 years’ experience since your PhD (or less than 9 years since your undergraduate degree) you will be eligible for the concessionary rate of £50.

Rate 2 (£100) – For those with more than 5 years’ experience

![Apply For Membership](image.png)

Complete the first tab, ensuring all of your personal details are entered. Please note that all of the fields marked with an * have to be completed. Once these details have been completed, please select the next button.

You will then be asked to add your Home contact details. Click Next and you will need to include your details. Please upload an up to date copy of your CV by clicking the choose file button. You will then need detail your papers/communications/teaching resources to demonstrate that you meet the eligibility criteria for Full Membership. You will then need to include details of your sponsor who must be a Full, Fellow or Honorary member of The Society. Please then click on Next page as highlighted below.
Please complete your Account Preferences and select ‘Next Page’

**Account Preferences**

- Opt out of directory: 
  - No
  - Yes
- Preferred directory email: Work
- Preferred directory phone: Work
- Preferred directory address: Work

Please complete the declaration section and click submit to submit your application
If you click submit and you remain on the same page, please scroll down and there will be red text instructing you on what sections are outstanding and need to be completed before you can submit your application. Please see below.
You can then make the required changes, go back to the document and click submit.

You will then be asked for a payment method, either click next or if you want to pay by Direct Debit, select pay by Direct Debit.

Please enter your card billing details in the next part of the form. Please note that all parts of the form and need to be completed. If there are errors, you will see an * next to the incomplete section.
Click confirm on the order confirmation page
You will then be redirected to a secure platform to enter your card details.

Please enter your card details and select confirm details

You will then be emailed a receipt together with confirmation that your application has been sent.
We will review your application within the next 3 working days. If we are happy that you meet the requirements for Full Membership we will contact your sponsor to confirm that they are happy to support your application. If so we will approve your membership and you will receive a confirmatory email. If we need any further details, we will contact you.

If you have any problems applying for membership, please email membership@physoc.org