## Postgraduate Membership Application Guide

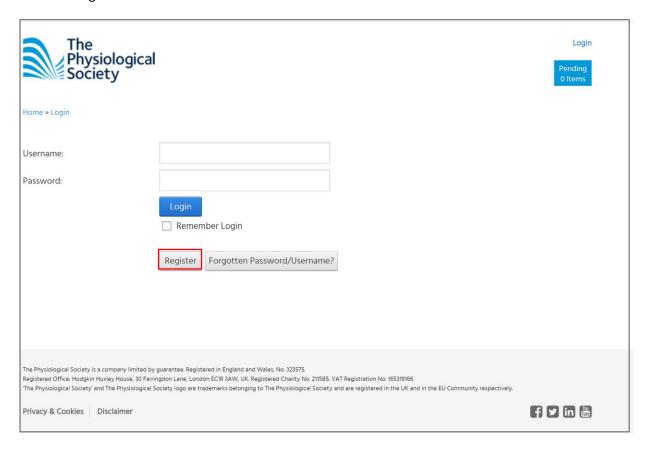
To apply for Postgraduate membership, you should be enrolled in a physiology, biomedical or life sciences PhD. You may also be in training or working in physiology with less than four years' experience since completing your undergraduate degree.

Please note: you may also be eligible for Full Membership.

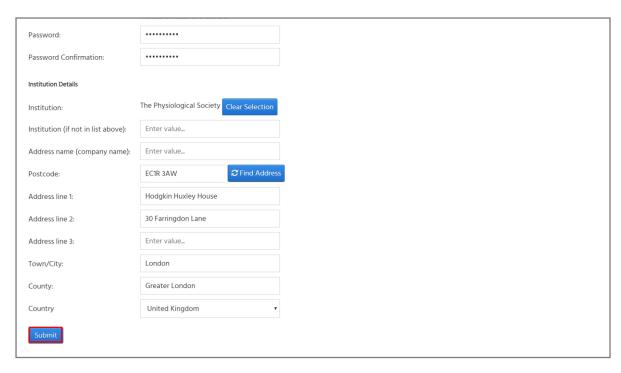
To apply for membership with The Physiological Society you must first create an online account to access our portal which you can do by following the steps below.

Register on to the Physoc portal by going to the URL <a href="https://portal.tpshosting.org.uk/login">https://portal.tpshosting.org.uk/login</a>

Click on 'Register'



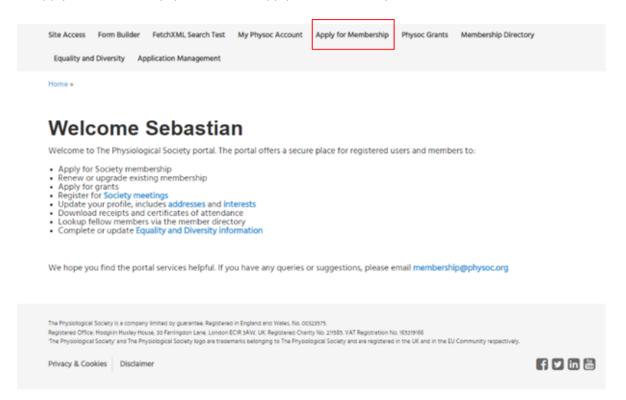
Fill in the details on the form ensuring all fields are completed and click submit.

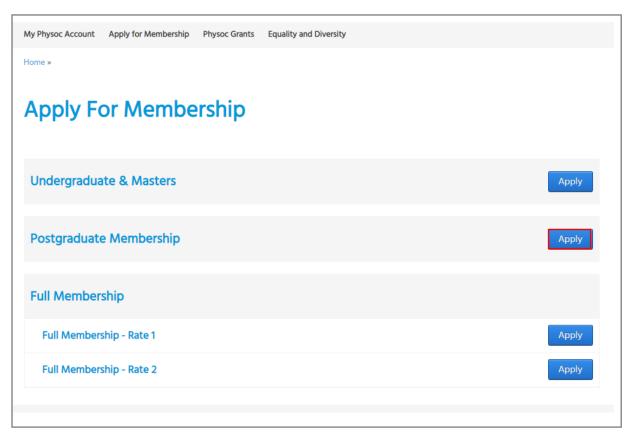


Please note, if one of the required fields is not filled in, \* will show next to it and you will not be able to select submit.

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'

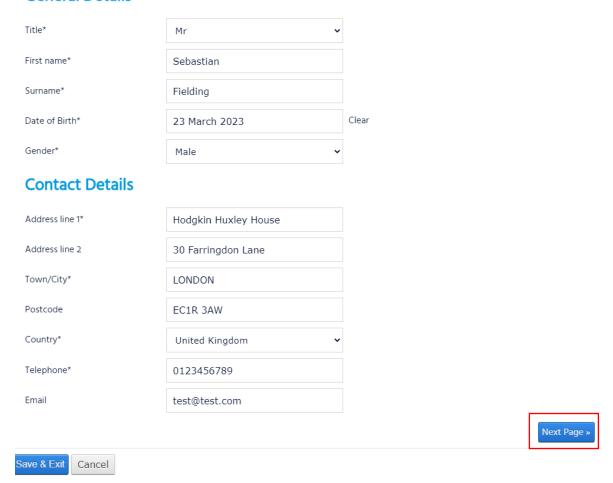




Complete the first tab, ensuring all of your personal details are entered. Please note that all of the fields marked with an \* have to be completed. Once these details have been completed, please select the next button.

You will then be asked to add your Home contact details.

## **General Details**



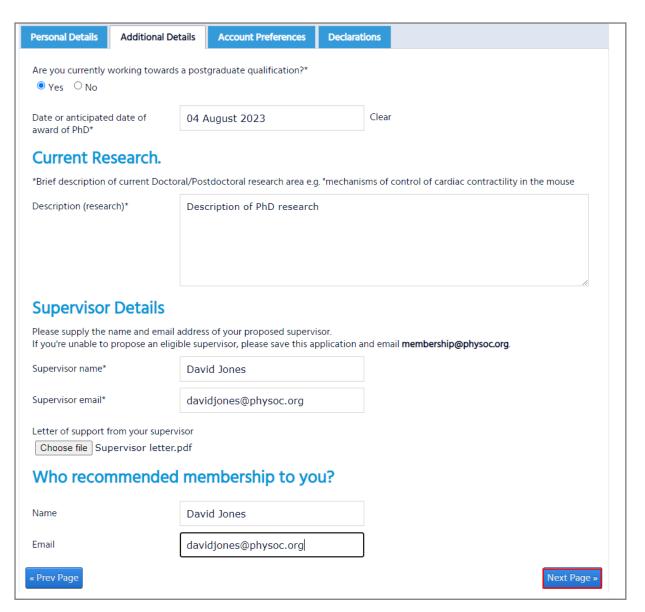
You will be asked if you are working towards a Postgraduate qualification



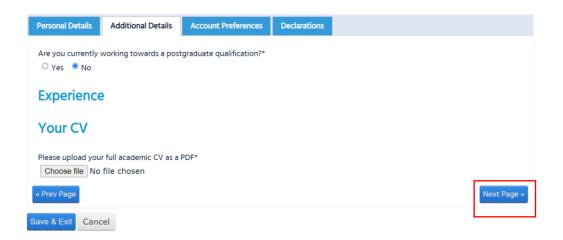
Depending on your answer you will:

1) Then be asked to provide details of the PhD/course you are studying. Please note: If you are studying for a course other than a PhD, please complete the details for the course you are undertaking.

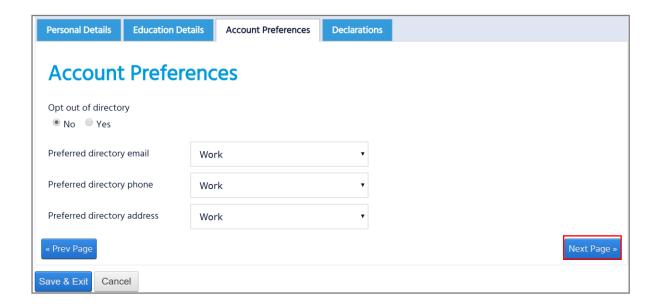
You will also need to include a letter of support from your supervisor.



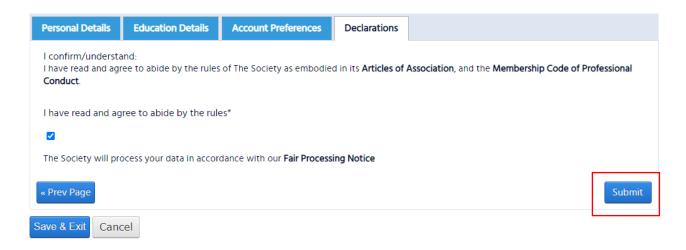
2) If you are not currently working towards a Postgraduate qualification you are required to upload your CV



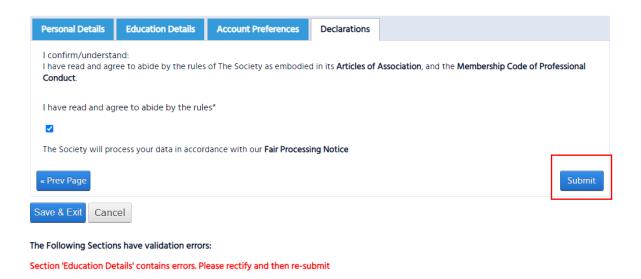
Please complete your Account Preferences and select 'Next Page'



Please complete the declaration section and click submit to submit your application

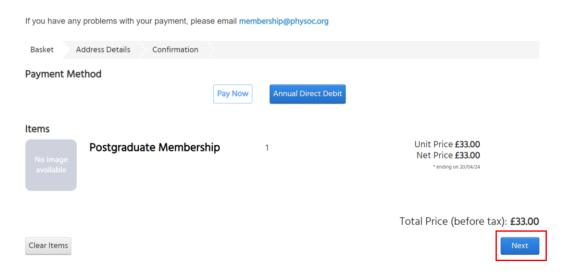


If you click submit and you remain on the same page, please scroll down and there will be red text instructing you on what sections are outstanding and need to be completed before you can submit your application. Please see below.

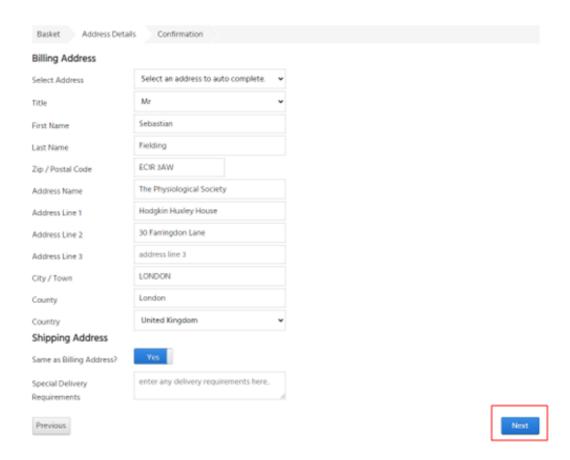


You can then make the required changes, go back to the document and click submit.

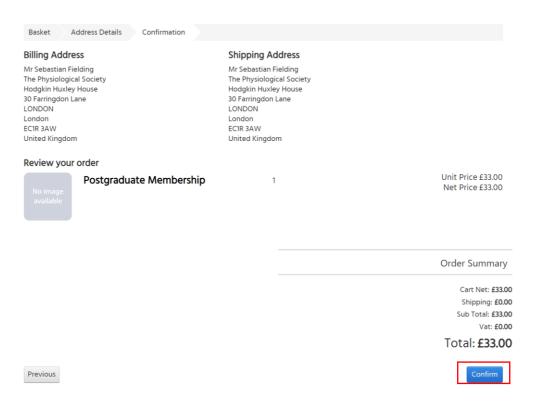
You will then be asked for a payment method, either click next or if you want to pay by Direct Debit, select pay by Direct Debit.



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

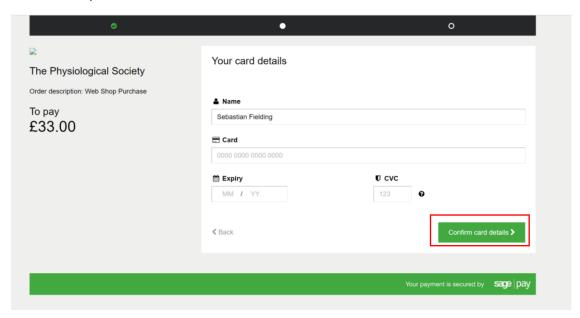


## Click confirm on the order confirmation page

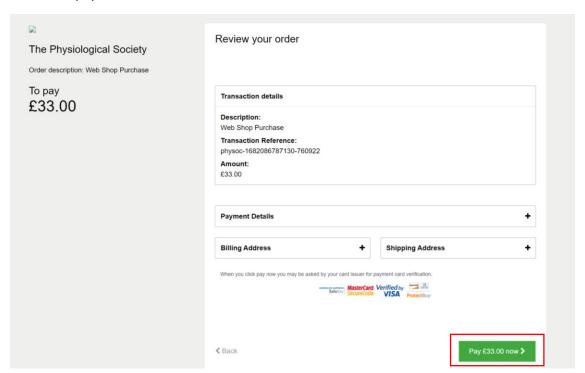


You will then be redirected to a secure platform to enter your card details.

Please enter your card details and select confirm details.



## And select pay now



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 and either send you an email welcoming you to The Society or contact you to let you know if we need any further information.

If you have any problems applying for membership, please email <a href="membership@physoc.org">membership@physoc.org</a>