Website User Guide

Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>1</td>
<td>Forgot Username and/or Password</td>
</tr>
<tr>
<td>2</td>
<td>User Profile</td>
</tr>
<tr>
<td>2</td>
<td>Renewing Annual Subscription and PCS Fees</td>
</tr>
<tr>
<td>5</td>
<td>Fee History</td>
</tr>
<tr>
<td>6</td>
<td>Registering for Faculty Events</td>
</tr>
</tbody>
</table>

Introduction

With the recent update to the Faculty of Radiologist website, all users will now be able to renew their Annual Subscription and PCS fees, register for Faculty events and store receipts online. This will make the process easier for all users by no longer having to send in any banking details to the Faculty but instead processing the payments on RCSI’s secure payment portal.

Forgot Username and/or Password

Resetting your username or finding out a forgotten username can be done through the login page https://www.radiology.ie/fellows-members/member-login1

Select either the “Forgot your password?” or “Forgot your username?” in order reset either your password or have your username sent to you. If you are unsure of what email is tied to your account, please email pcs@radiology.ie
User Profile

From the user profile, you can pay any of your annual subscription fees, print out a receipt for any previously paid fees, view your event history and edit your profile.

You can edit your profile by selecting the “Edit Profile” section.

Renewing Annual Subscription Fees

**Step One – Logon**

Go to [https://www.radiology.ie/fellows-members/member-login1](https://www.radiology.ie/fellows-members/member-login1) and enter your username and password.

**Step Two – Select Memberships to Renew**

On logging in you will have a section that says Renew Membership.

From here check the boxes with the fees you wish to renew.
If there is a change in circumstance such as a transition to part-time practice or retirement, please email pcs@radiology.ie and your membership fees will be changed accordingly. You must renew your Annual Subscription and PCS fees at the same time in order to receive the PCS discount fee of €150.

Click “Process Renew”.

Step Three – Fill in Information

From here, you will be able to check your personal details are in correctly as well as the amount shown at the bottom of the page.

Select “Process subscription” once more.
Step Four – Process Payment

You will be directed to RCSI’s online payment system.

Selected “Card Payment” in the drop down menu and select “Pay”.

Subscription Renewal

Please enter information on the form below to process renewal subscription for Fellows of Consultant Status By Examination (Ireland), PCS Fees (Fellow), for 1 year.

Title
Select

First Name *
Kayla

Last Name *
Gant

Date of Birth

Home Email *
pcs@radiology.ie

Payment Information

Price
€ 500.00

Payment Method
Credit Card (RCSI)

PROCESS SUBSCRIPTION

RCSI Secure Web Payments - Step 1 - Select Payment Method

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Account Name</th>
<th>Address</th>
<th>Reference 1</th>
<th>Comment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellow/Member of Full T...</td>
<td>comment</td>
<td>Kayla Gant</td>
<td>Kayla Gant</td>
<td>comment</td>
<td>500.00</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT TO PAY: 500.00

Please choose Card Payment below and Press PAY to continue with your payment. To return to the previous page click CANCEL.
RCSI will ask if you accept the payment. If the amount and information is correct select “Accept”.

**RCSI Secure Web Payments - Step 2 - Payment Details**

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Account Name</th>
<th>Address</th>
<th>Reference</th>
<th>Comment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCS</td>
<td>comment</td>
<td>Kayla Gant</td>
<td>Kayla Gant</td>
<td>comment</td>
<td>250.00</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT TO PAY:** 250.00

Please click ACCEPT to proceed. You will be re-directed for secure card entry. To return to the previous page click CANCEL.

* Payment Method Card Payment

**ACCEPT** **CANCEL**

Fill in all relevant card details and select “Pay Now.”

You will be emailed a receipt directly.

**Fee History**

You can now print the receipt for any fees paid as well as your fee history directly from your online profile.

**Step One – Logon**

Go to [https://www.radiology.ie/fellows-members/member-login1](https://www.radiology.ie/fellows-members/member-login1) and enter your username and password.
Step Two – Select Subscription History

From here, select “Subscription History” where you will be able to view and print receipts for any previous years you had paid by selecting the number under invoice beside the desired year.

Register for Faculty Events

Registering for Faculty Events through your account allows you to keep a record of all the events you have attended and the ability to print receipts at any time.

Step One – Logon

Go to https://www.radiology.ie/fellows-members/member-login1 and enter your username and password.

Step Two – Select Upcoming Events

Select “Upcoming Events” from the drop down menu underneath of “Conferences” from the top of the webpage.
Step Three— Register for Meeting

If a meeting is open there will be a “Register” button underneath the Register column. Select “Register” besides the meeting you’d like to attend.

Here you will be shown everything in your cart. You can increase and decrease the amount of registrations you may need by adding in the number and selecting the update button.
If you would like to register for two events at once such as the Spring Meeting and the Spring Dinner you can select “Add More” and follow the previous steps.

By having already logged into your account, some minor information will already have been auto generated into the form.

Fill in the rest of your information and select “Process Registration”.

Any discounts such as an early bird rate will be shown here in the “Discount Amount” section.

**Step Four – Submit Payment**

Double check the information provided and select “Card Payment” from the drop down menu.

Then select “Pay”.
On the next form, select “Accept”.

Enter you card details into the secure RCSI payment system and hit “Pay Now”.

A receipt will be emailed to you.

You will also be able to print these invoices in the “Event History” section of your profile as long as you have logged into your account before purchasing.
If you have any questions on the webstir or the Professional Competence Scheme, please contact the Faculty Office: pcs@radiology.ie or 01-402 5128