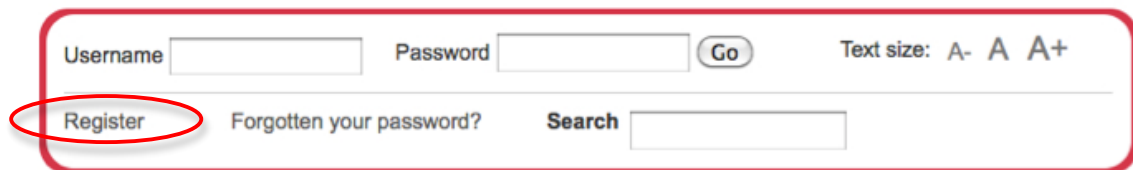


Registering with www.employ-a-pa.co.uk

Follow the step-by-step process for staff registering to be a member

1. Go to the registraton page- click on register



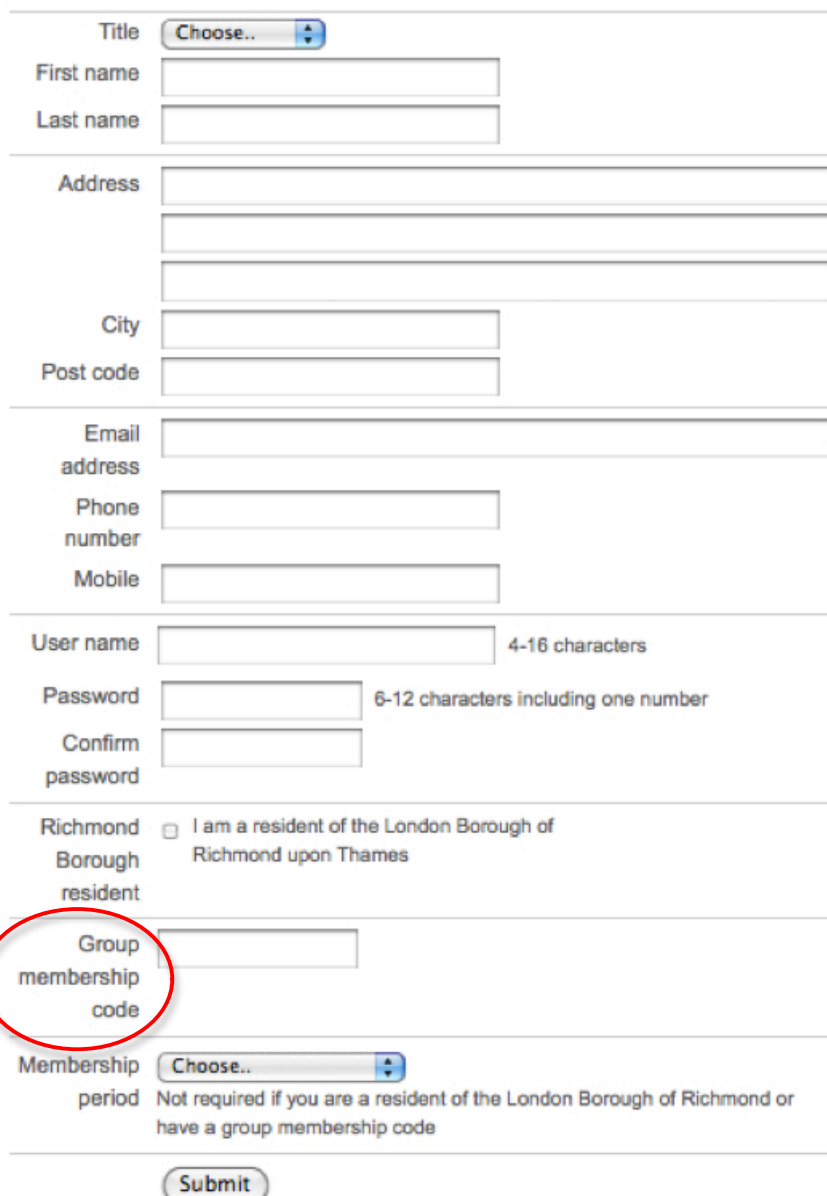
Username Password Text size: A- A A+

Forgotten your password? Search

2. Fill in the fields requested on the form : –

- Make sure you use a memorable 'username' and 'password'
- Make sure you include your postcode and e-mail.
- You DO NOT need to fill in the details requested that are circled.

Register



Title

First name

Last name

Address

City

Post code

Email address

Phone number

Mobile

User name 4-16 characters

Password 6-12 characters including one number

Confirm password

Richmond Borough resident I am a resident of the London Borough of Richmond upon Thames

Group membership code

Membership period
Not required if you are a resident of the London Borough of Richmond or have a group membership code

Registering with www.employ-a-pa.co.uk

3. Click submit

Submit

4. You should now see the following message”

Thank you for registering with **Ruils Employ a PA.**

An email has been sent to the address entered. To activate your registration, please confirm the email address by clicking the confirmation link in the email sent to you.

Your membership will be active after clicking the confirmation link in the email.

- 5a. Go to your inbox and wait for an e-mail from RUILS Employ a PA – this may take a little bit of time. When you receive the e-mail it will ask you to click a link e.g.

Thank you for registering with Ruils Employ a PA.

To activate your registration, please click this link in the email or copy and paste it into your web browser's address bar

<http://www.employ-a-pa.co.uk/Email-confirmation?cf=1&u=33&ec=72n0&em=kellygeorge@ruils.co.uk>

- 5b. Click the link and this should activate your account and take you back to the employ-a-pa website where you will see this message:

Email confirmation

Thank you - your email address has been validated.

You can now log in with your username and password.

Please note that if you pay for membership, your payment must be accepted before you are able to log in to the site.

Registering with www.employ-a-pa.co.uk

6. Congratulations, you are now a member. Click on the 'Home' tab on the left hand of the page and log in with details you provided at registration

