

EFDMA Member area

www.fdm-europe.com/login

The EFDMA member area is integrated into the new EFDMA website, so that you can switch between the menu items on the EFDMA website and the menu items in your member profile, as long as you are logged into your member profile.

Here you will find a [video](#) of the member area.

1) Members account

The points in the **"Member account"** area related to the payment subscription only. For members who started the EFDMA membership before July 27th, 2020, the **"start date"** refers to the start of the payment subscription (i.e. first debit of the membership fee) and not to the start of the membership. For members who started the membership after July 27th, 2020, the **"start date"** of the payment subscription is also the entry date.

ATTENTION! The **"Cancel"** or **"Abandon"** function only refers to the selected payment method. The obligation to pay the membership fees due by the end of membership remains unaffected. Cancellation of membership is only valid in writing (by mail or post)! We will also confirm receipt in writing.

Members

Subscription Plan	EFDMA Member
Status	Active
Start Date	2020-07-08
Expiration Date	2021-07-08
Actions	Cancel Abandon

2) Payment

Information will follow in the next few weeks. Payment only possible from August 31, 2020. Please ignore this area at the moment!

(In the **"Payment"** area you can see an overview of your previous payments. Payments from the old member system could not be transferred, but are recorded internally in the EFDMA office).

3) Member files

In the "Member Files" area you will find the EFDMA Member Logo, EFDMA Statutes, templates for the patient information flyer (for self-printing or for the print shop, German and English), illustrations of the distortions by K. Tanaka, and templates for patient posters (PatPoster, German & English) e.g. to hang up in your office and posters for e.g. Lectures (ImagePoster, German & English). In the document "POSTER_MANUAL" you will find a description of which template is suitable for which print.

These documents are ONLY available for EFDMA MEMBERS. The authorization of the use of these documents is only valid during the membership in the EFDMA. A forwarding to other persons is NOT allowed.

4) Change Profile

You can edit your profile data in the **"Change Profile"** area.

The email address under **"Your profile"** is only for the login and the EFDMA newsletter. This is not shown on the practitioner list on the EFDMA website. Your date of birth is also not shown. Only your name, title, academic degree, profession and profile picture, as well as your addresses will be used for the practitioner list.

Notes to Username, Title, Grade, Profession, Birthday

1. The Username must be your First Name and Last Name.
2. Under the point **"Title"** please only enter the **abbreviation** of the academic degree, which is placed before the name (if available). e.g. Dr. ; Mag.;...
3. Under the point **"Grade"** please only enter the **abbreviation** of the international academic degree , which is placed after the last name. (if available). e.g. BSc., MBA, MSc, ...
4. You can enter your job title (basic profession) under the item **"Profession"**. For example: physician, physiotherapist, alternative practitioner, ... Please do not enter any sentences or list all training courses, this will be too long for the list on the practitioners list!
5. The **"date of birth"** is not displayed publicly, this is only queried for the internal database (eg necessary to distinguish if the names are the same) and is not a mandatory field.

Profile Picture

1. If you want to display a photo in the FDM - Practitioner list on the EFDMA website, please click on the **"Upload"** button.
2. After selecting the photo from your files, click on **"Select file"** and before you leave the area please click on the red **"Update"** button below so that the photo and all changes are saved!
3. If you want to change the photo, click on **"Remove"** and simply upload a new photo as described under point 2.
4. If you want to delete the photo and do not want to upload a new one, click on **"Remove"** and before you leave the area please click on the red **"Update"** button below to save the change!

Password

Please only enter a password in the field **"Password"** if you want to change it. Otherwise do not edit the field.

Your Address / Additional address (2)

1. All data in the fields under **"Your address"** are displayed in the profile in the FDM – Practitioner list on the EFDMA website, so it is visible to patients / website visitors.
2. If you want to enter a second address, this will also be shown as an office address in the FDM practitioner list.
3. You can enter a total of 2 office addresses.
4. The billing address is never publicly visible, it must be created under the menu item **"Payment"**. (only possible after first payment, not possible before August 31st, 2020, information follows)

EFDMA – Certificate BC

1. Please enter your FDM BC certificate number in the field "**Certificate BC**". You will find the certificate number as "ID" on your FDM BC, which you received at your BC exam. (Only for Certificates with exam after February 2016*). Your BC status was already automatically transferred during the transfer from the old member system, but the ID number could not be transferred. Therefore, please enter ID so that it is saved in your profile.
2. *If you completed your BC exam before February 2016, you do not need to enter an ID number. Your status is stored internally at EFDMA and has also been automatically transferred from the old member system (i.e. BC or IC).
3. If you are still in training, you can use of the member area fully, but your profile will not appear in the practitioner list on the EFDMA website.
4. Your FDM IC status is entered manually by the EFDMA.

IMPORTANT: Before you leave the "**Change profile**" area, please click on the red "**Update**" button below so that your changes are saved!

5) Courses

Under the menu item "**Courses**" - "**Course calendar**" you will find the EFDMA course calendar. All courses according to the EFDMA curriculum are listed there. The EFDMA course calendar is also available at any time on the EFDMA website under the menu item "**Training**" - "**Course Calendar**" if you are not logged into your member profile.

6) Logout

If you click on "**Logout**" you will be logged out of your member profile. You can then continue to use the EFDMA website with the menu items at the top (For Patients, FDM, Training, ...).

If you have questions, please do not hesitate to contact the EFDMA office at +43 1 94 75 276 or office@fdm-europe.com .