

Guide for existing members (registration before July 27th, 2020)

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.

1) After 1st Login

After you have logged into the new member area for the first time and have [renewed your password](#) (for details see EFDMA Mail from July 27th, 2020) you can edit your profile.

If the membership fee is already due, please carry out point 3.

After payment you can edit your profile (details see point 5) and you will see the overview under point 2.

If the **membership fee is due in the course of the year or in 2021**, you can see the overview under point 2. Point 3 **"Payment"** will only be relevant for you later.

Please keep your data up-to-date, for the FDM therapist list on the EFDMA website and your email address for communication with the EFDMA (= login email address). You can log into your profile at any time and edit your data (for details see point 5).

2) Members account

The points in the **"Member account"** area related to the payment subscription **only**.

The **"Start date"** only refers to the payment date.

If you see the **"Next payment"** in the overview, then you can see when the membership fee is due. It is automatically debited annually via PayPal (as set up by you under point 3).

If you see **"Expiration Date"** in the overview, then you see when the next membership fee is due. In this case you will receive an email from the EFDMA office when payment is possible. Then proceed as described under point 3.

ATTENTION! The **"Cancel"** or **"Abandon"** function only refers to the selected payment method. Please do **NOT** just click, contact the EFDMA office first, if you want to end your payment subscription.

The obligation to pay the membership fees due till the end of membership remains unaffected, if you click these functions. Cancellation of membership is only valid in writing (by mail or post)! We will also confirm receipt in writing.

Screenshot example member account (Pic 1):

Members

Subscription Plan	EFDMA Member
Status	Active
Start Date	2020-07-08
Expiration Date	2020-08-04
Actions	Renew Cancel Abandon

3) Payment

General information:

After entering your payment details for the first time via a secure payment system, the membership fee is automatically debited annually. If your payment details change (e.g. new credit card, new account), please change them in your PayPal account, this will also be automatically updated when the membership fee is automatically debited.

PayPal is used as a payment method, so that the membership fee can be automatically debited annually and you do not have to worry about anything. You can set in your PayPal account that the membership fee is either debited directly from your bank account, i.e. you will see the booking directly on your bank statement. Or you can still set the payment using your credit card (also without PayPal account).

The process is not complicated, you can simply try it out without instructions. We have only created a detailed description for you here so that you can inform yourself in advance if you want to.

Instructions for activation of the subscription:

To activate the payment subscription for membership, please log in to the member area. The following picture will appear (Pic 2):



There are now 3 options:

Now there are 3 possibilities to activate the payment subscription for the membership:

- A) You already have a PayPal account:
 - 1) Click right on **“Activate membership.”**
 - 2) The Membership „EFDMA Member - € 140/1 Year“ should be selected automatically. („EFDMA Instructor“ is only for FDM-Instructors=Trainers).
 - 3) Then you can enter your billing address (can also differ from the practice address, does not appear on the therapist list, is only for the invoice).

- 4) Please click on the red button "**Subscribe**" below. Then you will be forwarded to the payment.
- 5) Then log into the PayPal window with your PayPal account data and follow the further instructions for payment. The membership "EFDMA Member" with € 140 should also be selected automatically here.
- 6) You can set whether the membership fee is debited via credit card or your bank account in your PayPal account. You have to do this before the first payment in your PayPal account, if you have stored credit card and bank account. If you have only deposited a bank account, it works automatically, then you don't have to set anything in advance.
- 7) You will then be redirected back to your member profile.
- 8) To download the invoice for your payment, please click on the menu item "**Payment**" and then click on "**Download invoice**".
- 9) From now on you can edit your profile (point 5) and you can also see the overview described at point 3.
- 10) From now on the membership fee will be automatically debited annually.

B) You don't have a PayPal account and want a **direct debit** from your **bank account**:

If you would like a direct debit via PayPal from your bank account, please **first set up** a PayPal account at www.paypal.com and enter your bank account there.

- 1) Log in to your [member account](#).
- 2) Click right on "**Activate membership**."
- 3) The Membership „EFDMA Member - € 140/1 Year“ should be selected automatically. („EFDMA Instructor“ is only for FDM-Instructors=Trainers).
- 4) Then you can enter your billing address (can also differ from the practice address, does not appear on the therapist list, is only for the invoice).
- 5) Please click on the red button "**Subscribe**" below. Then you will be forwarded to the payment.
- 6) Then log into the PayPal window with your PayPal account data and follow the further instructions for payment. The membership "EFDMA Member" with € 140 should also be selected automatically here.
- 7) You will then be redirected back to your member profile.
- 8) To download the invoice for your payment, please click on the menu item "**Payment**" and then click on "**Download invoice**".
- 9) From now on you can edit your profile (point 5) and you can also see the overview described at point 3.
- 10) From now on the membership fee will be automatically debited annually from your bank account.

C) You don't have a PayPal account and want a **direct debit** from your **credit/debit card**:

If you don't have a PayPal account yet and want a direct debit from your credit card, then you can set up a PayPal account when you pay the membership fee for the first time, or pay with card without a PayPal account.

- 1) Log in to your [member account](#).
- 2) Click right on "**Activate membership**."
- 3) The Membership „EFDMA Member - € 140/1 Year“ should be selected automatically. („EFDMA Instructor“ is only for FDM-Instructors=Trainers).
- 4) Then you can enter your billing address (can also differ from the practice address, does not appear on the therapist list, is only for the invoice).

- 5) Please click on the red button "**Subscribe**" below. Then you will be forwarded to the payment.
- 6) Then log into the PayPal window with your PayPal account data and follow the further instructions for payment.
- 7) You will then be automatically forwarded to payment. The membership "EFDMA Member" with € 140 should also be selected automatically here. You will also receive a confirmation email from PayPal directly.
- 8) You will then be redirected back to your member profile.
- 9) To download the invoice for your payment, please click on the menu item "**Payment**" and then click on "**Download invoice**".
- 10) From now on you can edit your profile (point 5) and you can also see the overview described at point 3.
- 11) From now on the membership fee will be automatically debited annually from your credit card.

Regardless of which option you have chosen:

In the "**Payment**" area you can see an overview of your previous payments (Payment details before July 27th, 2020 are not displayed, but are stored internally at the EFDMA - only the date, no credit card / bank details or similar payment details).

An example here (Pic 3):

Payment

ID	Amount	Date / Time	Status	Invoice
#19	€140	8 July, 2020 10:32	Completed	Download Invoice

To download the invoice for your payment, please click on "**Download invoice**".

4) 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.

5) 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 member mail. 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"**.
5. Website: If you fill out a websiteaddress, please enter it from the beginning with with http://www. or https://www. If you fill out only from "www....." the link won't work.

Enter FDM Basic Certificate

1. If an ID number has already been entered, please check whether it is correct.
2. If not: Please enter the ID number of your FDM Basic Certificate in the Submenu item **"Enter FDM Basic Certificate"** field and click **"Save"**. You can find this on your printed EFDMA FDM BC certificate under the place and date. (Only certificates with examination after February 2016 *). Your BC status was already automatically transferred from the old member system, but the ID number could not always be transferred. Please enter your ID so that it is saved in your profile.

3. *If you took your BC exam before February 2016, you do not need to enter an ID number. Your status is saved internally at EFDMA and has also been automatically transferred from the old member system (i.e. BC or IC).
4. If you are still in training, you can fully use the member area, but your profile will not appear in the practitioner list on the EFDMA website.
5. Your FDM IC status is entered manually by the EFDMA after the exam. If you completed your IC exam before applying for membership, please send a copy (scan / photo) from your FDM IC certificate to office@fdm-europe.com .

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

6) 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.

7) 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 .