**Steps to submit CPD accreditation request (ad-hoc)**

Go to the FAAA website https://portal.faaa.au/login and complete either 1,2 or 3 below:

1: If you have never used the FAAA portal and don't have a member number*, you need to set up a new personal account to gain access to FAAA portal - sign up as highlighted below and enter your First Name, Last Name and Email (*please note: members and non-members are both assigned an ID number which is entered into the FAAA portal under member number). Once you have set up your account, go to step 3.

2: If you already know what you member/non-member number is, but you haven't used the FAAA portal yet, you can enter the number into the FAAA portal and select password reset. If your are unable to reset your password, please contact cpd@faaa.au. Once your online access is active, go to step 3.

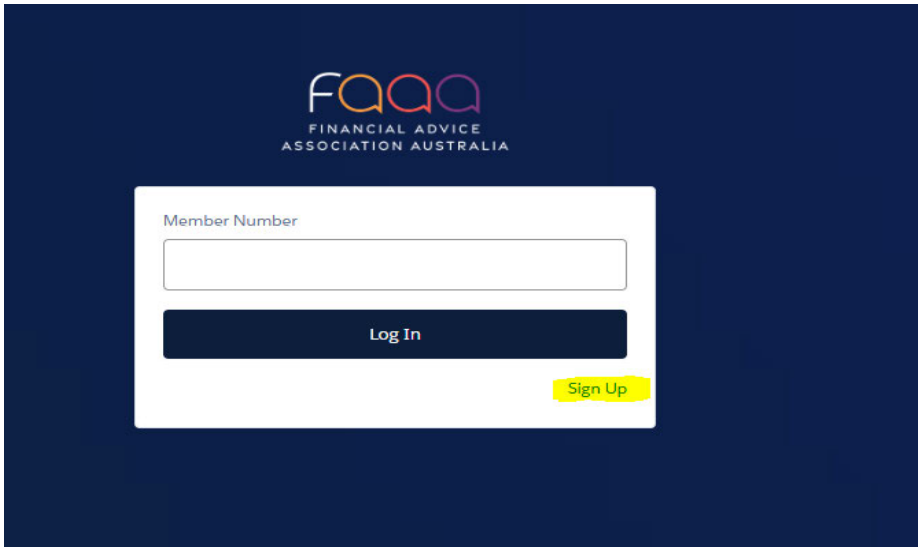
3: If you already know your member/non-member number and already use the FAAA portal, then log in and go to 'Business services' tab (see page 4 for details).

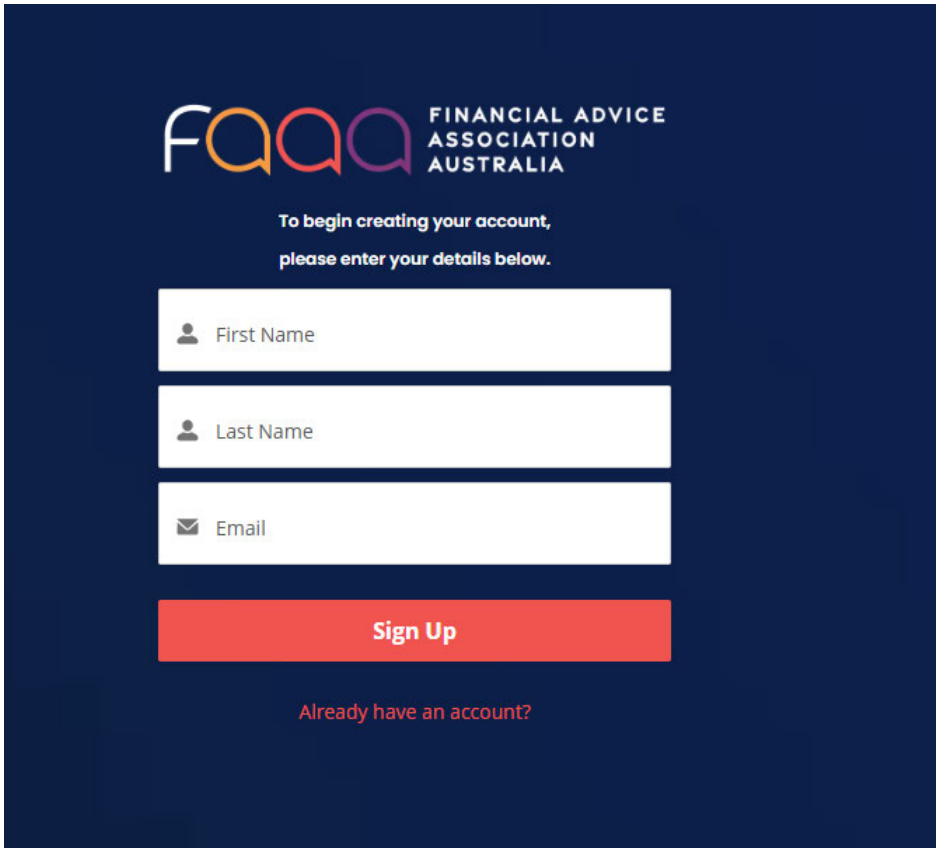
Please contact cpd@faaa.au if you expereince any issues with your online permissions or access.

Costs: Please note an ad-hoc request for CPD accreditation has the following up front initial cost: $495 plus gst for up to 2 hours of accredited CPD. (Please note: If there are additional hours of accredited CPD required above 2 hours, you will be invoiced separately at $296 per accredited CPD hour).

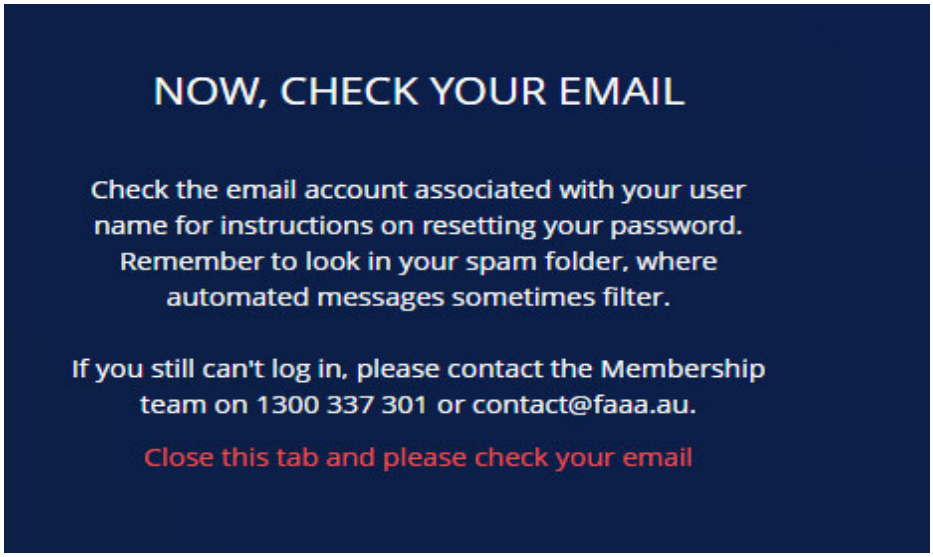
**How to get access the FAAA portal to submit a request for CPD accreditation**

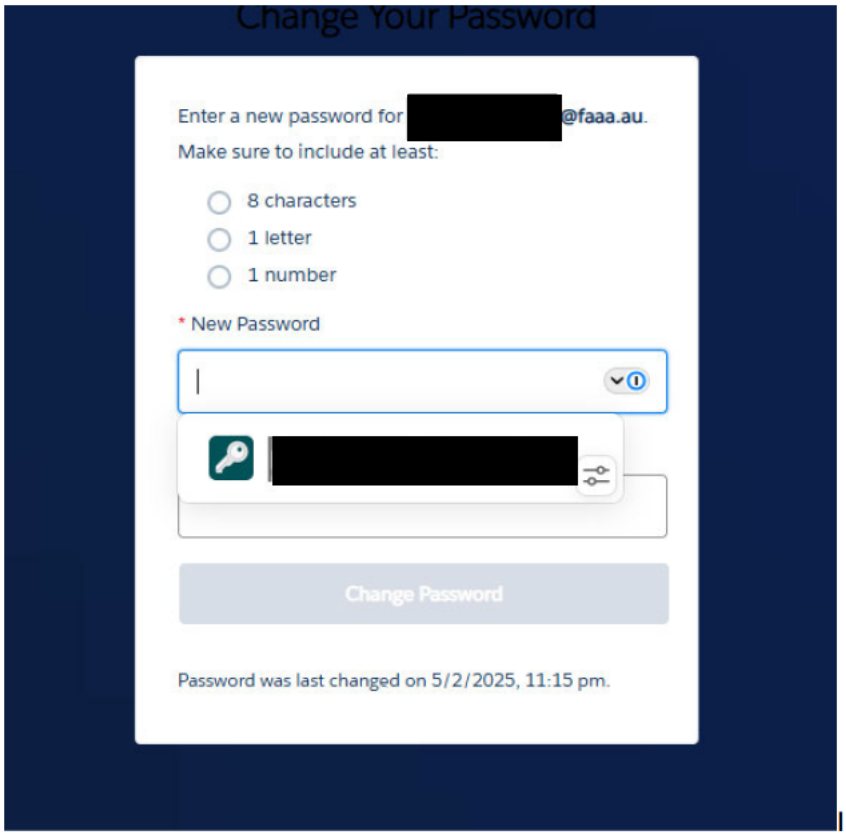
If you already have login access, proceed with logging in (you don't need to sign up again)



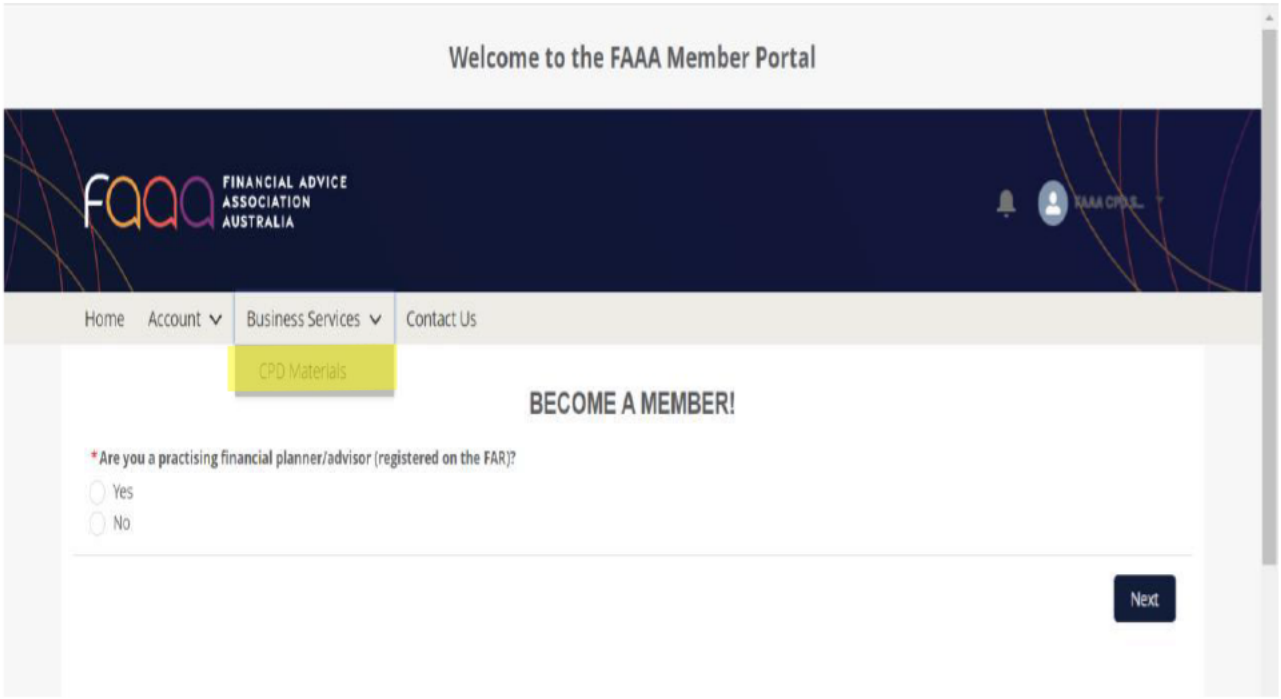


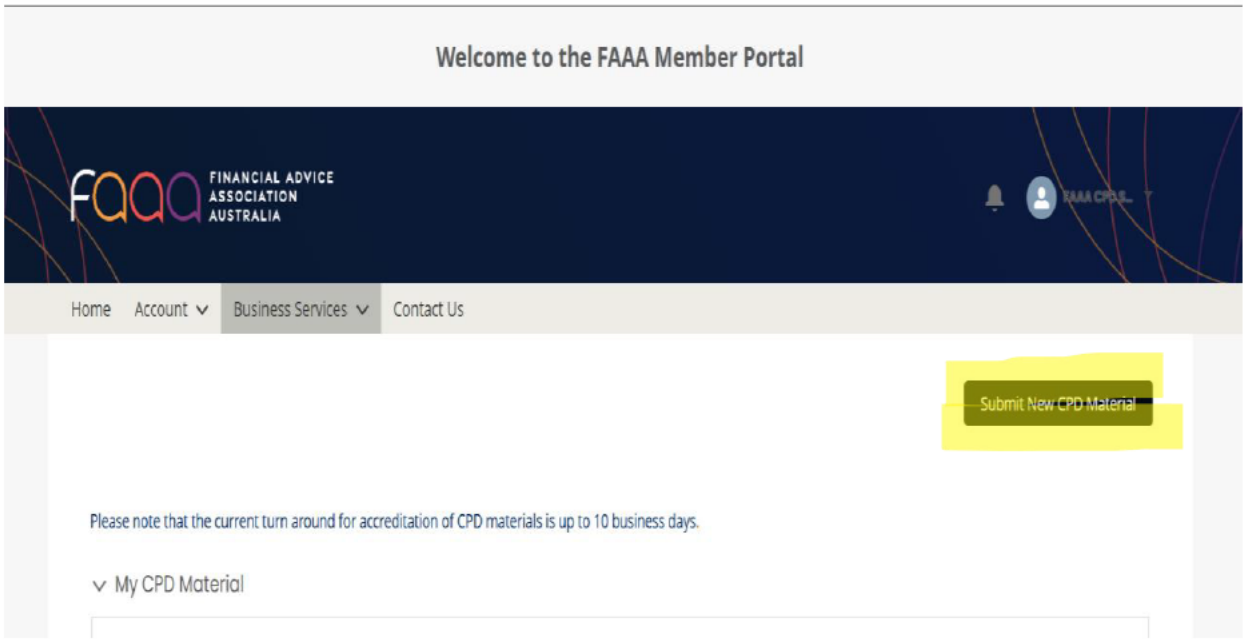

You will receive an email with a link and your 6 digit login.Click on the link and create a new password.



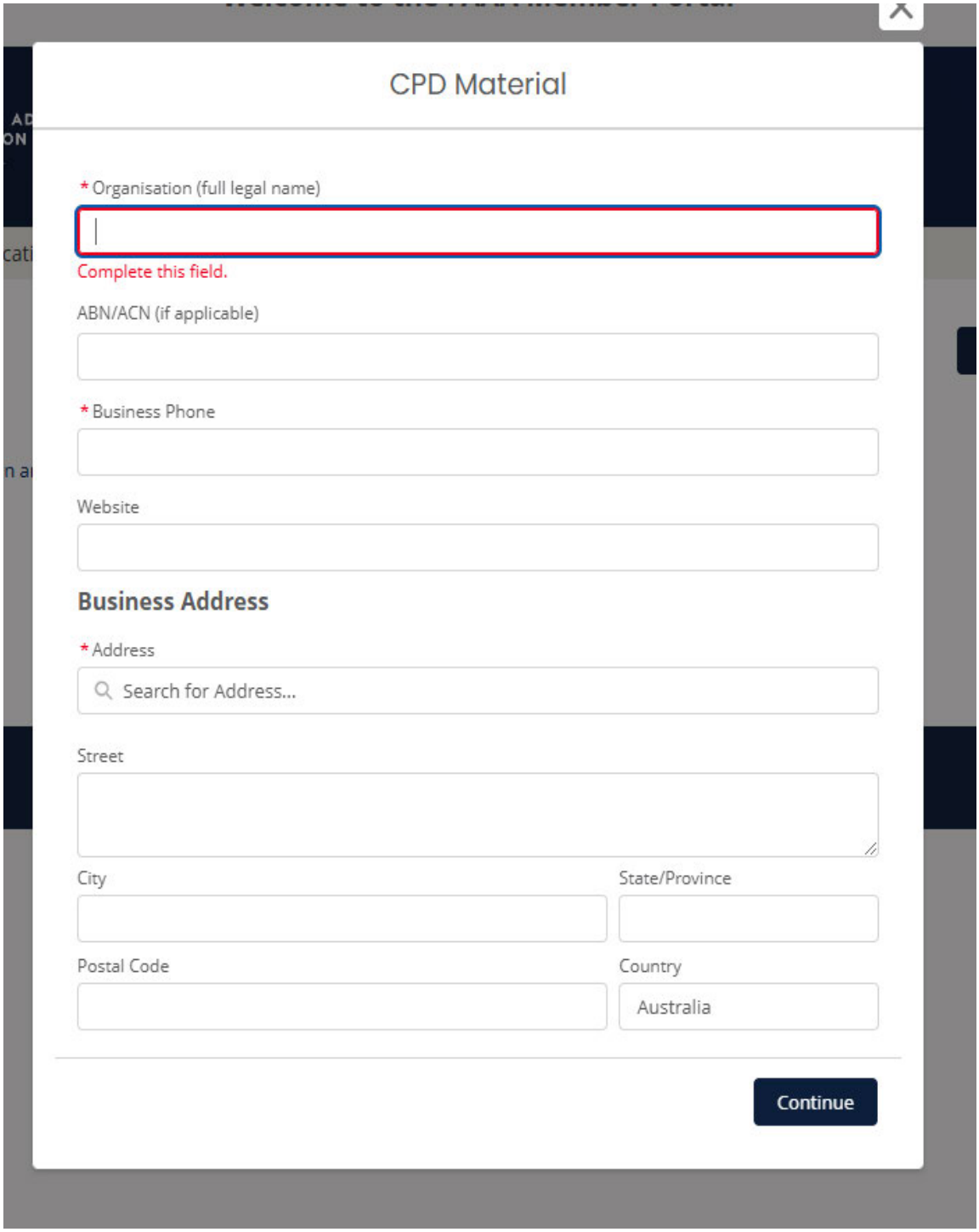



You will be redirected to the FAAA member portal. Ignore any requests to complete FAAA Membership, and go straight to the 'Business Services' tab, and then select 'CPD Materials' from the dropdown and click 'Submit New CPD Material'.




You will be asked to fill in your organisation details - Full Legal Name as you want to appear in the invoice, ABN, Contact Number and Business Address. Please complete all the required fields and click Continue at the bottom of the screen.




Please proceed through all the steps and complete the request for CPD accreditation.