

## Online Renewals - SALESPERSON



Place cursor over Salespeople then click on **“Manage Your Salesperson”**

The screenshot shows the AMVIC website header with the logo and the text "ALBERTA MOTOR VEHICLE INDUSTRY COUNCIL". Below the logo is a red banner with the text "ONLINE MEMBER SERVICE". Below the banner is a white box containing the following text: "Welcome to the Alberta Motor Vehicle Industry Council Online Member Service. If this is your first time accessing Online Member Service, you must first activate to gain access." Below this text is a paragraph: "Click Activate to complete the activation process. You will be asked to verify your information on file with the Board. Upon successful activation you will be able to set a password and access your registrant profile to keep it accurate, up-to-date and complete." Below the text are two input fields: "Personal Email Address:" and "Password:". Each field has a blue arrow pointing to it from a text box on the right. Below the input fields are three buttons: "Login", "Activate Online", and "Forgotten Password".

Enter your Personal Email Address and Password you provided when setting up your online profile then click **“Login”**

## ONLINE MEMBER SERVICE > CHANGE SECURITY QUESTIONS

In order to complete your login, you must provide the correct answer to the security question below. Click login to continue.

Security Question: What is the country of your ultimate dream vacation?

Answer:

Login

Answer your security question then click **“Login”**

<b>Profile Management</b>
Profile Summary
Contact Info & Email
Place of employment
Mailing Preferences
<b>Payment</b>
Payment Portal
Payment Record
<b>Security</b>
Change Password
Change Security Questions
Terms of Service
<b>Education</b>
Courses
Registration History
<b>Document Library</b>
Shared Documents
<b>Public Profile</b>
My Public Register Profile
<b>Membership Renewal</b> ⚠
Renew Now
<b>Reviews</b>
Administrative Reviews
Undertakings
Administrative Penalties
<b>Logout</b>

On the left hand side of the screen click on **“Renew Now”** and follow the step by step instructions confirming your information.