

INSTRUCTIONS TO RENEW YOUR INVOICE ONLINE

STEP 1: Open your members portal and click **My Subscriptions**

(If you have not previously set up your members login please email membership@iaq.com.au)

The screenshot displays the 'Self Service Portal' interface. At the top left is the portal logo. On the top right, there are navigation buttons: 'Back To Portal', 'Close', a home icon, a user profile icon for 'A3213 - Kim Ellis', and a help icon. Below the header, a welcome message reads 'Welcome Kim , You have now entered the Self Service Portal of the Infrastructure Association of Queensland.' The main content area features four cards: 'My Details' (with a person icon), 'My Subscriptions' (with a refresh icon and highlighted in yellow), 'My Invoices' (with a dollar sign icon), and 'My Events' (with a ticket icon). Each card contains a call to action to view and update/renew/pay or book.

Self Service Portal

Back To Portal Close A3213 - Kim Ellis

Welcome Kim ,

You have now entered the Self Service Portal of the Infrastructure Association of Queensland.

My Details
 Click here to view and update your details that are held in our records.


My Subscriptions
 Click here to view and renew your subscriptions.




My Invoices
 Click here to view and pay your invoices.

My Events
 Click here to view your event bookings or make a new booking.

STEP 2: Tick the **Select to Renew** box

STEP 3: Click on the blue button that says **Renew Subscriptions**



 **My Subscriptions**

[Back To Portal](#) [Close](#)   A3213 - Kim Ellis 

[Back](#)

Renew These Subscriptions



These are your current subscriptions. Select the subscriptions you would like to pay for and renew online and click **Renew Subscriptions**.

	Subscription	Frequency	Amount (Inc Tax)	Start Date	Subscribed Until	Stop Date	Select to Renew
 	Corporate Membership Tier One	Annual	\$4,500.00	31/12/2025	1/01/2027	never	<input checked="" type="checkbox"/>

[Renew Subscriptions](#)

STEP 4: Check the details are correct and click on the blue button that says **Renew Subscriptions**

Renew My Subscriptions

Back To Portal Close  A3213 - Kim Ellis 

Renew Subscriptions

Cancel Renewal

Please confirm that these are the subscriptions you wish to renew online. Click **Renew Subscriptions** to enter the secure online payment facility.

Corporate Membership Tier One

Current Frequency:	Annual
Amount (Inc Tax):	\$4,500.00
Current Subscription Expires:	1/01/2027

Renew Subscriptions

STEP 5: Choose your payment method.

STEP 5 (a): If paying via **CREDIT CARD**, tick **Credit Card** and you will be taken to a secure page asking for your card details.

STEP 5 (b): If paying via a **BANK TRANSFER**, tick **Pay Later**.

STEP 6: Click on Continue

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Back To Portal Close A3213 - Kim Ellis

Renew My Subscriptions

Please Select Your Payment Method

Credit Card

Pay Later




Please pay into our account

1. Send a cheque to Infrastructure Association of Queensland (mail to IAQ, GPO Box 2146, Brisbane Q 4001);
- OR
2. Send an EFT Direct Deposit to ANZ: BSB: 014 015, Account Number: 4158 595 38 and put your name or organisation in the reference field (please send copy of remittance to membership@iaq.com.au).

Cancel Continue

STEP 7: Click on the blue button that says **Confirm**

Renew My Subscriptions

Back To Portal Close   A3213 - Kim Ellis 

Please Confirm Your Selection

[Change Payment Method](#)



Please ensure that your selections are correct. By clicking "Complete" your account will be invoiced for your selected subscriptions.

Your Selection	
Corporate Membership Tier One Annual From 1/01/2027 To 31/12/2027	\$4,500.00
	\$4,500.00

[Confirm](#)

STEP 8: Click on the blue button that says **View Invoice**

Renew My Subscriptions

Back To Portal Close  A3213 - Kim Ellis 

Finished

Your Invoice

Thank you, your subscription/s have been renewed and your account has been invoiced.

Click to open and print your invoice for payment. [View Invoice](#)

Your invoices can be viewed and paid in the **My invoices** are available on the home page.

Pay Later Details

Please pay into our account

1. Send a cheque to Infrastructure Association of Queensland (mail to IAQ, GPO Box 2146, Brisbane Q 4001); OR
2. Send an EFT Direct Deposit to ANZ: BSB: 014 015, Account Number: 4158 595 38 and put your name or organisation in the reference field (please send copy of remittance to membership@iaq.com.au).

STEP 9: Download your invoice and pay via bank transfer