



How to Track Application Progress via the portal



At the end of this guide, Prospective members will be able to;



Track Application progress from the portal



- Sign in to access your dashboard



Email

Password

Log in

[Don't have an account?](#) [Reset Password](#)

Two green arrows point to the right, one pointing to the email input field and the other pointing to the password input field.

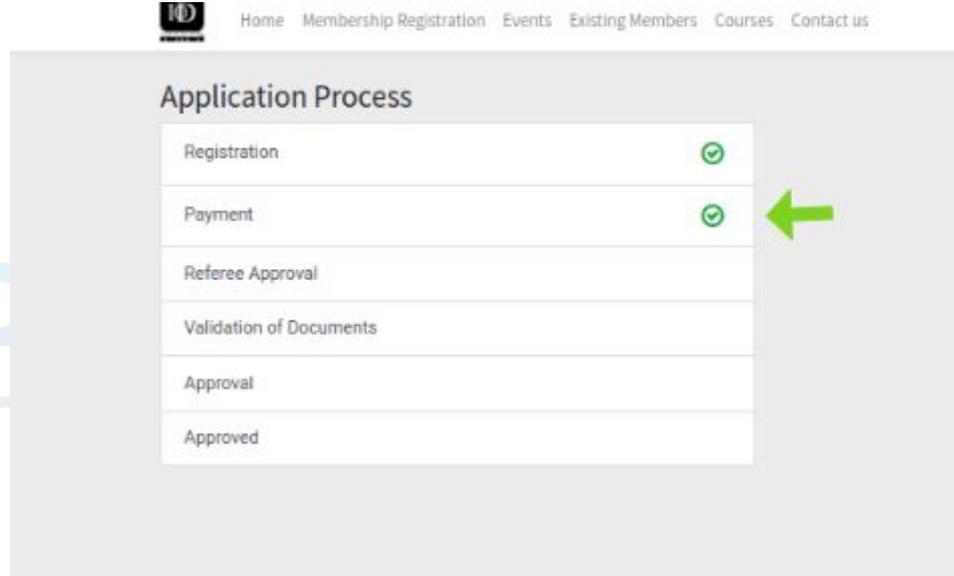
- Your dashboard displays the progress of your application
- After each stage is processed, a green check sign appears that indicates completion of that stage.

Application Process Proceed to Payment

Registration	✓
Payment	
Referee Approval	
Validation of Documents	
Approval	
Approved	



- Once payment is done, the next status is checked



The screenshot shows a web application interface with a navigation menu at the top: Home, Membership Registration, Events, Existing Members, Courses, and Contact us. Below the menu is a section titled "Application Process" containing a progress bar with six steps:

Step	Status
Registration	Completed (Green Checkmark)
Payment	Completed (Green Checkmark) ←
Referee Approval	Pending
Validation of Documents	Pending
Approval	Pending
Approved	Pending



- Once your referee has approved your application, the referee approval status will be checked

The screenshot displays a vertical flowchart titled "Application Process" with a small logo at the top. The steps are listed in a table-like format:

Step	Status
Registration	✓
Payment	✓
Referee Approval	✓
Validation of Documents	
Approval	
Approved	

A green arrow points to the "Referee Approval" step, which is the current status of the application.



- Once your documents are verified by the membership department, the validation of documents status will be checked

The screenshot displays a user profile page for Yemisi Salami. The navigation bar includes links for Home, Membership Registration, Events, Existing Members, Courses, and Contact us. The user's name 'Yemisi Salami' and a 'Contact Us' button are visible in the top right. The main content area is divided into two sections: 'Application Process' and 'Details'.

Application Process

Registration	✓
Payment	✓
Referee Approval	✓
Validation of Documents	⌚
Approval	
Approved	

Details

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[Manage payment methods](#)

Account Security

[Edit Security Settings](#)

A green arrow points to the 'Validation of Documents' step in the application process table.



- Once approvals have gone through the membership and branch committee, executive committee and governing council, the approval status will be checked

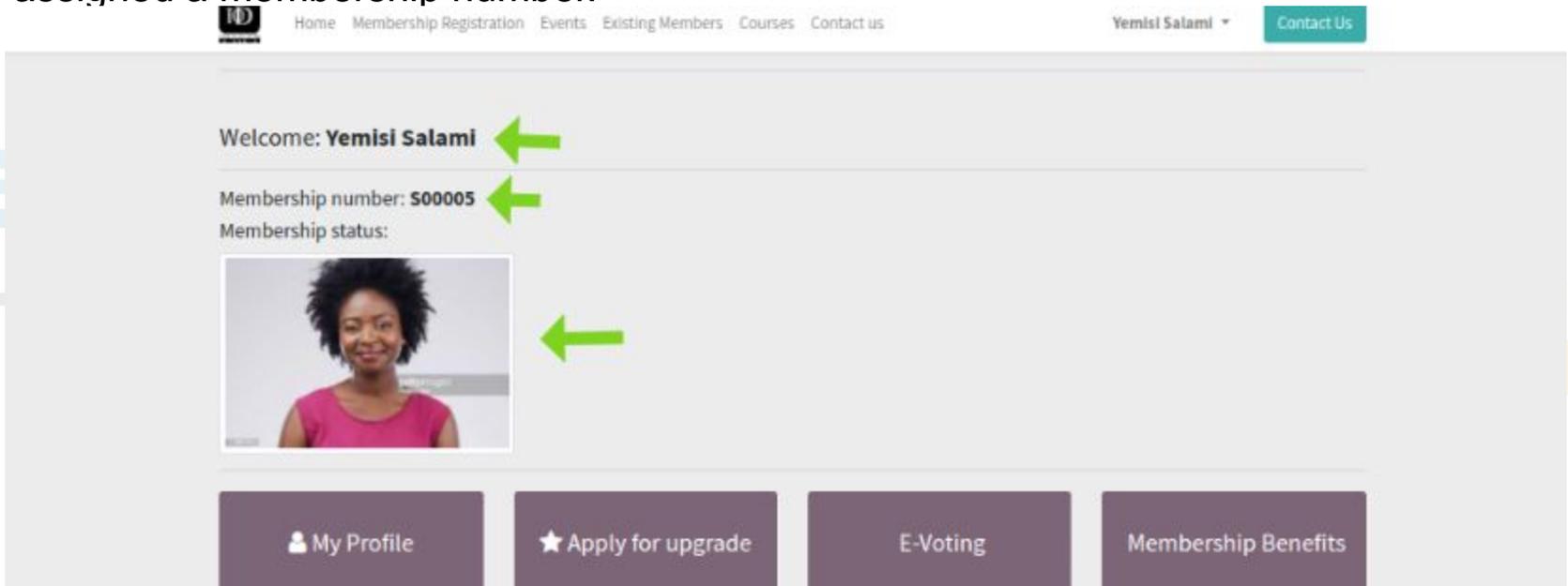
Home Membership Registration Events Existing Members Courses Contact us

Application Process

Registration	✓
Payment	✓
Referee Approval	✓
Validation of Documents	✓
Approval	⊗
Approved	



- Once the approval process is done internally, The final stage “Approved” will be checked.
- The Prospective member would login and see the dashboard below
- Member would then have access to a full member dashboard and automatically assigned a membership number.





Thank you

