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# PSYSSA MEMBERSHIP FREQUENTLY ASKED QUESTIONS

## Contents

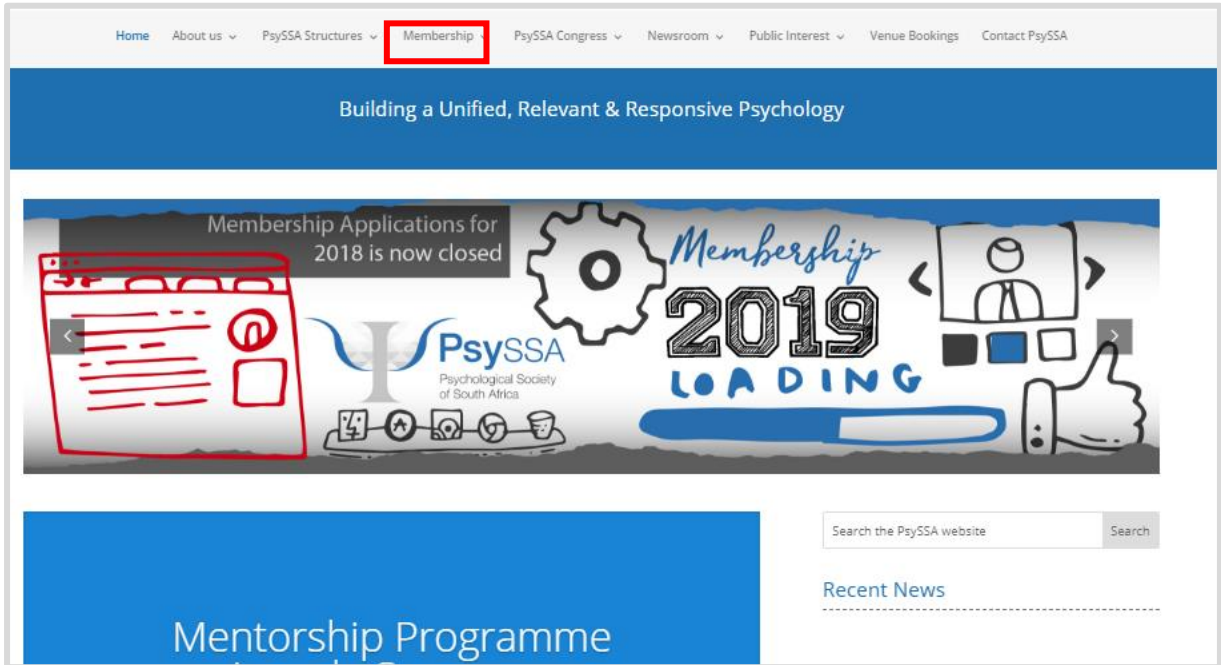
1. How Do I Become a PsySSA Member?.....	2
2. How do I renew my membership?.....	7
3. How do I get my certificate?.....	12
4. How do I print/resend my invoice?.....	14
5. To whom do I email my membership queries and proof of payment? .....	15
6. How do I pay for membership? .....	15
7. I logged out without paying. How do I make my payment now?.....	16
8. What is my PsySSA number? .....	17
9. What class of membership should I apply for?.....	19
10. Requirements to register as a student member.....	19
11. How many user accounts may I have?.....	19
12. Can I apply for professional indemnity if I was not a previous member? .....	20
13. What is my login password? .....	21
14. How do I add divisions to my membership after I have already paid?.....	22

# 1. How Do I Become a PsySSA Member?

**Step 1:** Click the “Membership” tab on the Home Page ([www.psyssa.com](http://www.psyssa.com)).

**Step 2:** A drop down menu will open under “Membership”.

**Step 3:** Select the tab option “Membership 2019” in the drop-down menu.



**Step 4:** Select “Register Now” under to section for “New Members”.

## NEW MEMBERS

Dear Prospective Member

In reflection of 25 years since PsySSA's inception, the Society has undergone exponential growth characterised by a long, evolutionary journey. PsySSA has not endeavoured primarily for success but for value. Thus, in celebration of PsySSA's 25th anniversary, members will benefit from a highly valuable, inexpensive membership package. With membership fees at only R96.00 per month, it is true to say that the benefits far exceed the cost.

This year PsySSA members will receive free access to our flagship journal (*the South African Journal of Psychology*), our quarterly society newsletter (*Psytalk*) and The South African Depression and Anxiety Group's journal (*Mental Health Matters*). Additional package benefits include exceptionally low-cost professional indemnity insurance; and an online MyCPD platform with CPD activities made available to members throughout the year. **As a gesture from PsySSA, members will receive the 24th Congress registration fee as the registration fee for the 25th Anniversary Congress (no increase in Congress Fees for 2019).**

Noting the increased membership over the past year it is clear that there is an over-riding confidence in the Society, even in these difficult times. We are appreciative of the support of our members and look forward to continuing our work together.

PsySSA is, indeed, "us"- "we" are PsySSA and we welcome your engagement! We look forward to a reflective and rewarding 2019 with you.

[Register Now](#)

## MEMBERSHIP RENEWAL

Dear PsySSA Member

In reflection of 25 years since PsySSA's inception, the Society has undergone exponential growth characterised by a long, evolutionary journey. PsySSA has not endeavoured primarily for success but for value. Thus, in celebration of PsySSA's 25th anniversary, members will benefit from a highly valuable, inexpensive membership package. With membership fees at only R96.00 per month, it is true to say that the benefits far exceed the cost.

This year PsySSA members will receive free access to our flagship journal (*the South African Journal of Psychology*), our quarterly society newsletter (*Psytalk*) and The South African Depression and Anxiety Group's journal (*Mental Health Matters*). Additional package benefits include exceptionally low-cost professional indemnity insurance; and an online MyCPD platform with CPD activities made available to members throughout the year. **As a gesture from PsySSA, members will receive the 24th Congress registration fee as the registration fee for the 25th Anniversary Congress (no increase in Congress Fees for 2019).**

Noting the increased membership over the past year it is clear that there is an over-riding confidence in the Society, even in these difficult times. We are appreciative of the support of our members and look forward to continuing our work together.

PsySSA is, indeed, "us"- "we" are PsySSA and we welcome your engagement! We look forward to a reflective and rewarding 2019 with you.

\* Please Note: Renewal rates only apply to members who held active memberships in 2018. All other applicants are required to register for a new membership.


[Renew Now](#)

**Step 5:** Select the appropriate membership category.

Note: If you are unsure which category you should select, then read Article 5 under the PsySSA Constitution or [click here](#)

Becoming a Member

Please **select your membership category** below and proceed to the online payment platform.



For more information please contact the PsySSA Office at 011 486 3322

Level	Price	
Full Member	Enrollment Fee: R 160.00 The price for membership is R 1060.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Associate	Enrollment Fee: R 160.00 The price for membership is R 1060.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Affiliate	Enrollment Fee: R 160.00 The price for membership is R 1060.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Foreign Affiliate	The price for membership is R 1620.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Student	The price for membership is R 160.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Psychology Intern	The price for membership is R 490.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Psychometrist/Registered Counsellor	Enrollment Fee: R 100.00 The price for membership is R 600.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>

[Return to Your Account](#)

**Step 6:** You will be redirected to the “Membership Checkout” page.

**Note:** You do NOT need to submit a code UNLESS you have a “Promotional Discount” for group registration.

## Membership Checkout

**Membership Level**

You have selected the          membership level.

The price for membership is R

If you have a promotional discount code please enter the code here and click 'Submit Code'.  
Promotional discount is for groups only.  
**\*If when submitting your registration there was a validation problem, please enter the code again, otherwise it will not be processed.**

Membership expires on December 31, 2017.

**Step 7:** Create a Username and Password. These will be used as your login details for future.

*Note: PsySSA does not have access to any passwords. In the instance of a forgotten password, a new generic password shall be sent upon request of the member to the member's email used to create the account. To see forgotten password guidance [click here](#)*

The screenshot shows a registration form titled "Account Information" in a red-bordered box. In the top right corner, there is a link: "Already have an account? [Log in here](#)". The form contains five input fields, each with an asterisk indicating it is required:

- Username  \*
- Password  \*
- Confirm Password  \*
- E-mail Address  \*
- Confirm E-mail Address  \*

**Step 8:** Fill in all your details. Ensure that all required fields are filled before proceeding to make the payment.

The screenshot shows a registration form titled "More Information". It contains the following fields:

- Title:  Please Select ▼ \*
- Initials:  ..
- First Name:  ..
- Last Name:  ..
- Nationality:  Please Select ▼
- ID Number:  ..
- Practise/Business Address:  ..
- Business Email (Displayed on directory):  ..
- Postal Address:  ..
- Province:  Please Select ▼ \*
- Town:  Select Town ▼
- Suburb:  Select Suburb ▼
- Race:  Please Select ▼ \*
- Date of Birth:  ..
- Home No:  ..
- Work No:  ..
- Cell No:  ..
- Gender:  Please Select ▼ \*

Electronic

**Step 9:** Tick "Do you require a tax invoice ?" if required. Fill out your company/Instuition/University information under the "Tax Invoice" section for the invoice to be sent to them.

**Tax Invoice**

Do you require a tax invoice?

Company name

Order number

Cost number

Do you have a VAT number? Yes  No

Company postal address

Postal/ZIP code

Company e-mail

**Step 10:** Select the box for **“Membership Agreement”**.

*Note: Payment page won't load till the **“Membership Agreement”** has been ticked.*

**Membership Agreement**

*\*I hereby apply for membership of the Psychological Society of South Africa (PsySSA) and undertake to abide by the constitution of PsySSA. I undertake to pay my membership fees, as determined by PsySSA, annually. I also undertake to resign in writing from PsySSA and/or Divisions should I no longer wish to be a member, and I accept that my membership fees would not be refunded. I agree that I will be held responsible for membership dues accrued up to the date of my resignation. I declare that the information supplied above is correct and that no relevant information has been withheld. \**

Payment Information

Total Payment Required: R160

**CHECK OUT**

**Step 11:** Click on the option to **“Check Out”**.

**Step 12:** On the page of **“Membership Confirmation”**, click on option **“Continue to Credit Card/EFT Payment”** to make payment.

## Membership Confirmation

Thank you for your membership to PsySSA. Your Student membership is now active.

Below are details about your membership account and a receipt for your initial membership invoice. A welcome email with a copy of your initial membership invoice has been sent to studentchair@psyssa.co.za.

Invoice #9A8AAF0FFA on December 8, 2016

- **Account:** Shaun Nortje (studentchair@psyssa.co.za)
- **Membership Level:** Student
- **Membership Expires:** December 30, 2017

Print

Membership Level	Total Billed
Student	R 160.00

*Your membership will not be active until you have paid the outstanding amount of R160*

[Continue to Credit Card/EFT payment](#)

**Step 12:** choose method of payment and follow prompts.

### Payment to PsySSA

PSYSSA, Ref: 1481192266

**Payment Total**      **R 160.00 (ZAR)**

**Payment Method** [reset](#) | [cancel payment](#)

Cards - credit cards and most debit cards

EFT - secure instant deposit

Terminal-Id: 2627 | Tel: 011 486 3322  
Killarney, Johannesburg, Gauteng, ZA 2193  
Merchant acquiring bank: ABSA

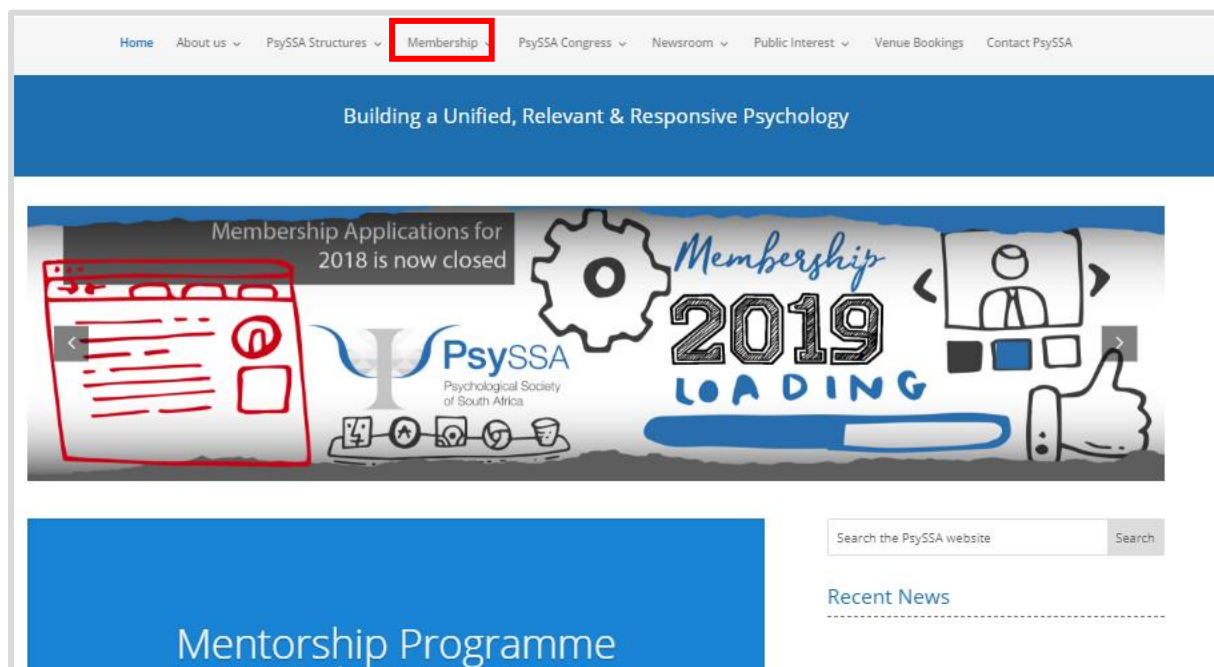
**Note:\*** Membership is valid from January – December – kindly renew your membership annually.

## 2. How do I renew my membership?

**Step 1:** Click the “Membership tab” on the Home Page ([www.psyssa.com](http://www.psyssa.com)).

**Step 2:** A drop down menu will open under “Membership”.

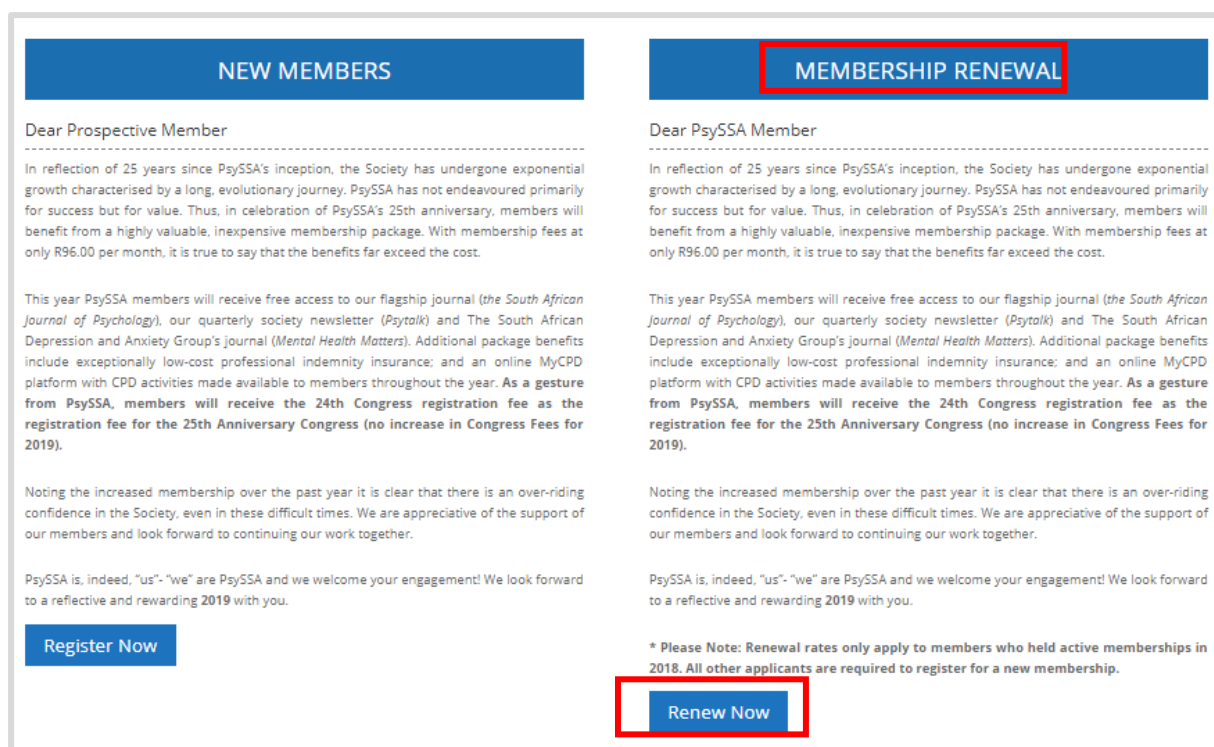
**Step 3:** Select the tab option “Membership 2019” in the drop-down menu.



The screenshot shows the PsySSA website navigation bar with the 'Membership' tab highlighted in a red box. Below the navigation bar is a blue banner with the text 'Building a Unified, Relevant & Responsive Psychology'. The main content area features a large graphic for 'Membership 2019 LOADING' with a progress bar and a thumbs-up icon. A red box highlights a 'Membership Applications for 2018 is now closed' message. Below the banner is a search bar and a 'Recent News' section. A blue box at the bottom left contains the text 'Mentorship Programme'.

**Step 4:** Select “Renew Membership” under to section for “Membership Renewal”.

**N.B. This is ONLY for existing members.**

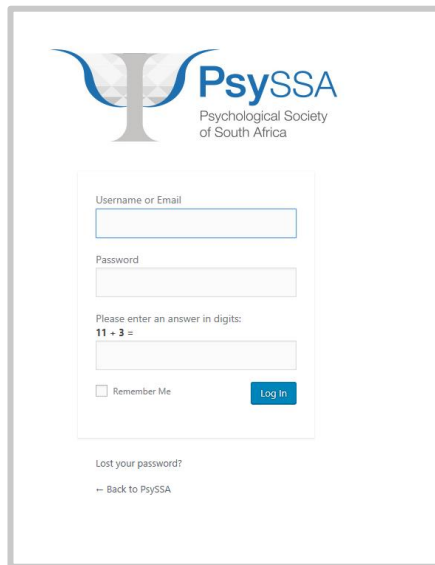


The screenshot shows the 'MEMBERSHIP RENEWAL' section of the PsySSA website. The 'MEMBERSHIP RENEWAL' tab is highlighted in a red box. The page is divided into two columns: 'NEW MEMBERS' and 'MEMBERSHIP RENEWAL'. The 'MEMBERSHIP RENEWAL' column contains a 'Dear PsySSA Member' message, a 'Register Now' button, and a 'Renew Now' button highlighted in a red box. The 'NEW MEMBERS' column contains a 'Dear Prospective Member' message and a 'Register Now' button.



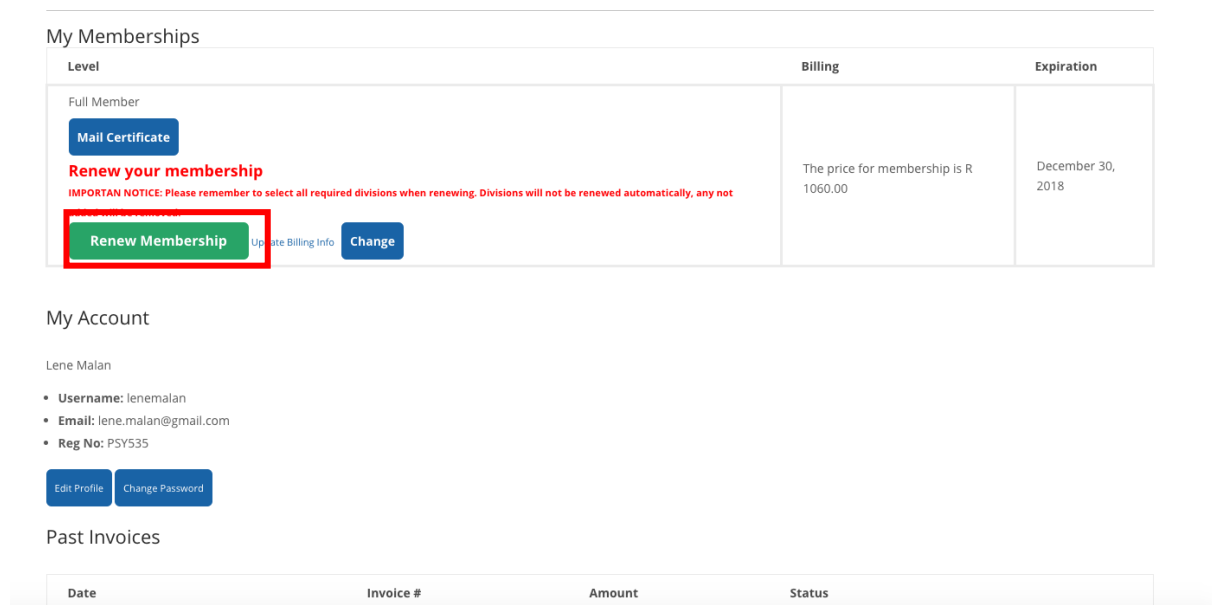
**Step 5:** A login page will appear once you click on **“Renew Membership”**.

*Note: Use your email or username and password to Login. For lost password, click on **“Lost Password”** and follow the prompts.*



**Step 6:** Once logged in, a **“My Account”** page will open.

**Step 7:** Click the option to **“Renew Registration”** under the section **“My Memberships”**.



Level	Billing	Expiration
Full Member Mail Certificate <b>Renew your membership</b> <small>IMPORTANT NOTICE: Please remember to select all required divisions when renewing. Divisions will not be renewed automatically, any not</small> <b>Renew Membership</b> Update Billing Info Change	The price for membership is R 1060.00	December 30, 2018

**My Account**

Lene Malan

- Username: lenemalan
- Email: lene.malan@gmail.com
- Reg No: PSY535

Edit Profile Change Password


**Past Invoices**

Date	Invoice #	Amount	Status
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**Step 8: Select the appropriate membership category.**

Becoming a Member

Please **select your membership category** below and proceed to the online payment platform.



For more information please contact the PsySSA Office at 011 486 3322

Level	Price	
Full Member	Enrollment Fee: R 160.00 The price for membership is R 1060.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Associate	Enrollment Fee: R 160.00 The price for membership is R 1060.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Affiliate	Enrollment Fee: R 160.00 The price for membership is R 1060.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Foreign Affiliate	The price for membership is R 1620.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Student	The price for membership is R 160.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Psychology Intern	The price for membership is R 490.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>
Psychometrist/Registered Counsellor	Enrollment Fee: R 100.00 The price for membership is R 600.00 Membership expires on December 31, 2017.	<input type="button" value="Select"/>

[← Return to Your Account](#)

**Note: You do NOT need to submit a code UNLESS you have a “Promotional Discount” for group registration.**

## Membership Checkout

**Membership Level**

You have selected the  membership level.

The price for membership is R

If you have a promotional discount code please enter the code here and click 'Submit Code'.  
Promotional discount is for groups only.  
**\*If when submitting your registration there was a validation problem, please enter the code again, otherwise it will not be processed.**

Membership expires on December 31, 2017.

**Step 9:** Fill in ALL updated details.

**Note:** “ID Number” and “Business Email” blocks **MUST** be filled in. The new page will not load without these two details.

The screenshot shows a web form titled "More Information" with a dashed line separator. At the top, it says "You are logged in as [blank] . If you would like to use a different account for this membership, log out now." The form contains the following fields: Institution (text input), Student Number (text input), Course registered for (text input with a dropdown arrow), Year of registration (text input), Title (dropdown menu with "Mr" selected and an asterisk), Initials (text input with "S" and an asterisk), First Name (text input with an asterisk), Last Name (text input with an asterisk), ID Number (text input with an asterisk, highlighted with a red border), Practise/Business Address (text input with an asterisk), Business Email (Displayed on directory) (text input with an asterisk, highlighted with a red border), and Postal Address (text input with an asterisk).

**Step 10:** Select the box for “Membership Agreement”.

**Step 11:** Click on the option to “Check Out”.

The screenshot shows a page titled "Membership Agreement" with a dashed line separator. A blue box with white text contains the agreement: "I hereby apply for membership of the Psychological Society of South Africa (PsySSA) and undertake to abide by the constitution of PsySSA. I undertake to pay my membership fees, as determined by PsySSA, annually. I also undertake to resign in writing from PsySSA and/or Divisions should I no longer wish to be a member, and I accept that my membership fees would not be refunded. I agree that I will be held responsible for membership dues accrued up to the date of my resignation. I declare that the information supplied above is correct and that no relevant information has been withheld. \*". Below this is a "Payment Information" section with a text box showing "Total Payment Required: R160". At the bottom, there is a yellow "CHECK OUT" button with a red border.

**Step 12:** On the page of “Membership Confirmation”, click on option “Continue to Credit Card/EFT Payment” to make payment.

## Membership Confirmation

Thank you for your membership to PsySSA. Your Student membership is now active.

Below are details about your membership account and a receipt for your initial membership invoice. A welcome email with a copy of your initial membership invoice has been sent to

Invoice #9A8AAF0FFA on December 8, 2016

- Account:
- Membership Level: Student
- Membership Expires: December 30, 2017

Print

Membership Level	Total Billed
Student	R 160.00

Your membership will not be active until you have paid the outstanding amount of R160

[Continue to Credit Card/EFT payment](#)

**Step 13:** choose method of payment and follow prompts.

### Payment to PsySSA

PSYSSA, Ref: 1481192266

**Payment Total**      **R 160.00 (ZAR)**

**Payment Method** [reset](#) | [cancel payment](#)

Cards - credit cards and most debit cards

EFT - secure instant deposit

Terminal-Id: 2627 | Tel: 011 486 3322  
Killarney, Johannesburg, Gauteng, ZA 2193  
Merchant acquiring bank: ABSA

**\*\*Note: Membership is valid from January – December – kindly renew your membership annually**

### 3. How do I get my certificate?

**Step 1:** Click the “Login” option on the top right corner of the Home Page ([www.psyssa.com](http://www.psyssa.com)).



**Step 2:** Use your email or username and password to Login.

*Note:* For lost password, click on “**Lost Password**” and follow the prompts.

A screenshot of the PsySSA login page. The heading 'Login to PsySSA' is displayed in blue. Below it are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. A link labeled 'Lost Password?' is located below the 'Login' button and is highlighted with a red box.

**Step 3:** Once logged in, click on **“Manage Account”** on the top right corner of the webpage.

**Step 4:** Click the option to **“Mail Certificate”**.

The screenshot shows the 'My Account' page of the Psychological Society of South Africa (PsySSA). The top navigation bar includes 'Tel: +27 11 486 3322', 'info@psyssa.com', social media icons, 'Log Out', and 'Manage Account' (highlighted with a red box). The main navigation menu includes 'Home', 'About us', 'PsySSA Structures', 'Membership', 'PsySSA Congress', 'Newsroom', 'Public Interest', 'Venue Bookings', and 'Contact PsySSA'. The page title is 'My Account'. Below this, there is a section for 'My Memberships' with a table containing one row for 'Full Member'. The 'Mail Certificate' button in the 'Level' column is highlighted with a red box. The 'Billing' column shows 'The price for membership is R 0.00' and the 'Expiration' column shows '---'. There is also a link for 'Update Billing Info'.

Level	Billing	Expiration
Full Member <a href="#">Mail Certificate</a> <a href="#">Update Billing Info</a>	The price for membership is R 0.00	---

## 4. How do I print/resend my invoice?

**Step 1:** Click the “Login” option on the top right corner of the Home Page ([www.psyssa.com](http://www.psyssa.com)).



**Step 2:** Use your email or username and password to Login.

*Note: For lost password, click on “Lost Password” and follow the prompts. After following the prompts an email shall be sent confirming password reset, thereafter a new generic password shall be sent to the member via email.*

Username

Password

Login

**Lost Password?**

**Step 3:** Once logged in, click on “Manage Account” on the top right corner of the webpage.

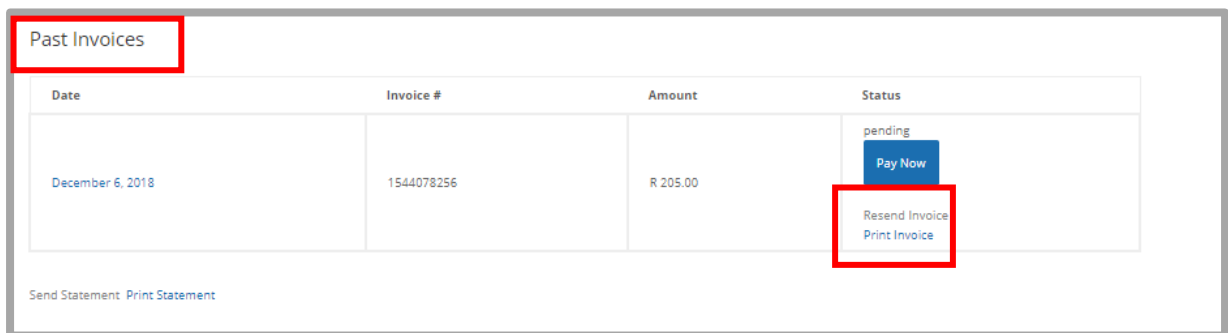


**Past invoices should not be paid in the new calendar year of membership:**

**Step 4:** Scroll down till you see the section for **“Past Invoices”**.

**Step 5:** Click the option to **“Resend Invoice”** to receive an email.

**Step 6:** Alternatively, to print your invoice, click option to **“Print Invoice”** for printing.



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## 5. To whom do I email my membership queries and proof of payment?

**Kindly email all membership queries to [membership@psyssa.com](mailto:membership@psyssa.com).**

For further information, please feel free to contact the PsySSA office.

Contact number – 011-486-3322

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## 6. How do I pay for membership?

Please note that all membership payments need to be made online using the online system facilities; namely credit card and EFT online payment options.

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## 7. I logged out without paying. How do I make my payment now?

**Step 1:** Click the “Login” option on the top right corner of the Home Page ([www.psyssa.com](http://www.psyssa.com)).



**Step 2:** Use your email or username and password to Login.

*Note: For lost password, click on “Lost Password” and follow the prompts.*

**Step 3:** Once logged in, click on “Manage Account” on the top right corner of the webpage.



**Step 4:** Scroll down till you see the section for **“Past Invoices”**.

**Past invoices should not be paid in the new calendar year of membership:**

**Step 5:** Click the option to **“Pay Now”** and follow the prompts.

Past Invoices			
Date	Invoice #	Amount	Status
December 6, 2018	1544078256	R 205.00	pending <b>Pay Now</b> Resend Invoice Print Invoice

## 8. What is my PsySSA number?

**Step 1:** Click the **“Login”** option on the top right corner of the Home Page ([www.psyssa.com](http://www.psyssa.com))

Tel: +27 11 486 3322 info@psyssa.com

Home About us PsySSA Structures Membership PsySSA Congress Newsroom Public Interest Venue Bookings Contact PsySSA

Building a Unified, Relevant & Responsive Psychology

2019 CONGRESS SAVE THE DATE: 2 - 6 SEPTEMBER JOHANNESBURG EMPERORS PALACE

CELEBRATING 25 YEARS ANNIVERSARY

BUILDING A UNIFIED, RELEVANT & RESPONSIVE PSYCHOLOGY

**Step 2:** Use your email or username and password to Login.

*Note: For lost password, click on **“Lost Password”** and follow the prompts.*

## Login to PsySSA

Username

Password

[Lost Password?](#)

**Step 3:** Once logged in, click on **“Manage Account”** on the top right corner of the webpage.



**Step 4:** Scroll down till you see the section for **“My Account”**. Your PsySSA number will be under **“Reg No”**.

## My Account

- Username:
- Email:
- **Reg No: PSY914**

## 9. What class of membership should I apply for?

According to the PsySSA Constitution, Article 5, Clause 5.1; the Society makes provision for the following Classes of Membership:

**Honorary Members**, who pay no dues, need not be psychologists, and have this distinction bestowed upon them at the recommendation of Council, ratified by the AGM.

**Fellows** shall be **Full Members** who have made an outstanding contribution to psychology and are proposed for this honour by Council or a Division of the Society; Hereinafter, all references to full members shall include Fellows.

**Full Members** shall be persons with at least a Master's degree in psychology and shall include Fellows and Honorary Members.

**Associates** shall be persons with an Honours or a Bachelor's degree with a major in psychology.

**Student Members** shall be currently registered students of psychology at the undergraduate, Honours or Masters level, and registered interns.

**Affiliates** shall be persons with an interest in or working in the field of psychology or related areas.

**Foreign Affiliates:** Persons living abroad who are members of an acknowledged foreign psychological association and/or who can provide proof of qualifications in the field of psychology as required by Council.

**Exempted Members**, are members in good standing for at least five years, who apply after retirement to the Treasurer for exemption from the payment of annual dues and may be granted such status on terms determined by Council.

**Please read the PsySSA constitution for more details.**

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## 10. Requirements to register as a student member

Student Members shall be currently registered students of psychology at the undergraduate, Honours or Masters level, and registered interns.

*Note: Proof of registration **MUST** be sent to [membership@psyssa.com](mailto:membership@psyssa.com) for confirmation of student membership.*

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## 11. How many user accounts may I have?

Please note that only one user account may be registered.

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## 12. Can I apply for professional indemnity if I was not a previous member?

Kindly note that you can only apply for professional indemnity once you are a paid PsySSA member.

Once a paid PsySSA member, send your **membership certificate** with the professional indemnity **proposal form** and **proof of payment** to [psyssa@fnb.co.za](mailto:psyssa@fnb.co.za)

**Note: PsySSA will no longer be collecting premiums on behalf of FNB. Therefore, all payments need to be paid to FNB Insurance Brokers.**

**FNB Insurance Brokers banking details are as follows:**

Bank	:	First National Bank
Accountholder	:	FNB Insurance Brokers
Account Number	:	50490500681
Branch Name	:	Corporate Core Banking
Branch Code	:	255005
Reference	:	TS0266380 Surname & Initials

Please feel free to contact Naziha at [naziha@psyssa.com](mailto:naziha@psyssa.com) should you require any further information.

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## 13. What is my login password?

**Note: PsySSA does not have access to your password. If password is lost, follow the steps below to reset password.**

**Step 1:** Click the “Login” option on the top right corner of the Home Page ([www.psyssa.com](http://www.psyssa.com)).



**Step 2:** Click on “Lost Password”.

Login to PsySSA

Username

Password

Login

[Lost Password?](#)

**Step 3:** Enter email address to receive a link to reset your password.

Forgot Password Reset

Email

Submit

Please enter your email. The password reset link will be provided in your email.

## 14. How do I add divisions to my membership after I have already paid?

**Step 1:** Click the “Login” option on the top right corner of the Home Page ([www.psyssa.com](http://www.psyssa.com)).



**Step 2:** Use your email or username and password to Login.

*Note: For lost password, click on “Lost Password” and follow the prompts.*

**Step 3:** Once logged in, click on “Manage Account” on the top right corner of the webpage.



**Step 4:** Scroll down till you see the section for “**Available Divisions**”.

**Step 5:** Select the division you would like to add to your membership.

**Step 6:** Click on “**Continue to Credit Card/EFT Payment**” to make payment.

**Available Divisions**

- Research - Student - R10.00
- Psychometry/Registered Counsellor - Student - R30.00
- Educational - Student - R20.00
- Community/Social - Student - R60.00
- African Psychology - Student - R50.00
- Psychology in Public Service - Student - R50.00
- Sexuality and Gender - Student - R60.00
- Business World of Work - Student - R75.00
- Counselling - Student - R80.00
- Clinical - Student - R45.00
- Trauma and Violence - Student - R20.00

**Total: R0.00**

[Continue to Credit Card/EFT payment](#)