

How to renew IBA Membership and download your invoice

1. Sign into MyIBA, your personal area of the IBA website. If you have forgotten your login details, please use this link to re-set your username and password and click on “retrieve forgotten sign in details”: <http://www.ibanet.org/Access/ResetDetails.aspx?ResetUid=E6A4BD55-9D32-4CA6-B68C-EA14376310F7>
2. Once signed in, please click on “Manage Account”, which will take you to your invoices/receipts

My IBA is where you can manage every aspect of your IBA life including your profile, committee membership, conference registrations, payments and contact details via the links below.

Membership directory	Manage Membership	Manage Conferences	Manage Account
Manage Shop Orders	Manage Profile	Manage Personal Details	View Officer Details
Discussion Forums	Marketing Preferences		

3. Your membership invoice will be visible. We recommend you to review your profile, including your committees before making the payment. For this, you can click on “view”, see screenshot below:

Your Statement of Active Transactions

Transaction	Description	Total	GBP Total	Status	Transaction Date	Action
PRO [REDACTED]	Membership Proforma - 2019	£217.00	£217.00	Pay Me	01/01/2019	View
Account Balance GBP			£217.00			

[Print with Work Address](#)

4. The view tab will allow you to take a closer look at your invoice and what committees you have joined. If you wish to make changes to your membership (name, address, committees etc.), please select “Renew Membership”:

[View Membership Renewal](#)

Please Note! If you need to make any changes to your Proforma please use the **My IBA -> My Membership** menu option or the **Renew Membership** link below.

Renew Membership

[Print with Work Address](#)

ID	Description	Currency	Ex Rate	Total Net	Total Vat	Date	Status
PRO [REDACTED]	Membership Proforma - 2019	GBP	1.00000	£217.00	£0.00	01/01/2019	Awaiting Payment
	Description			Item Net	Item Vat		Status
	Full IBA Membership - LPD & PPID			£162.00	£0.00		Not Allocated
	Law Firm Management Committee			£0.00	£0.00		Not Allocated
	Taxes Committee			£0.00	£0.00		Not Allocated
	Asia Pacific Regional Forum			£0.00	£0.00		Not Allocated
	IBAHRI Charitable Trust			£15.00	£0.00		Not Allocated
	IBA's Human Rights Institute			£40.00	£0.00		Not Allocated

5. Clicking on “Renew Membership” will take you to the screen displayed below. Clicking on the membership tab will allow you to adjust any information, including your committees.

Summary of Information

[Membership](#) [Committees](#) [Personal](#) [Summary](#)

Personal [\(Edit\)](#)

Title	Mr
Name	Mr [REDACTED]
Suffix	
Salutation	Mr [REDACTED]
VAT Number	
VAT Number Validated?	No

6. If you have not chosen a PPID constituent yet but wish to do so, please make sure you untick the “Please Choose your free PPID Constituent” box, and choose your new committee.

Renew Membership

[Membership](#) [Committees](#) [Personal](#) [Summary](#)

Constituents, Committees and Fora

[Continue](#)

Public and Professional Interest Division

ONCE YOU HAVE SELECTED YOUR FREE CONSTITUENT PLEASE MAKE SURE YOU UNCHECK THE BOX ASKING YOU TO DO SO

- Bar Issues Commission
- Academic and Professional Development Committee
- Access to Justice and Legal Aid Committee
- Alternative and New Law Business Structures Committee
- Forum for Barristers and Advocates
- Group Member Holding
- Human Rights Law Committee
- Judges' Forum
- Law Firm Management Committee
- Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Law Committee
- Please Choose your free PPID Constituent
- Pro Bono Committee
- Professional Ethics Committee
- Regulation of Lawyers' Compliance Committee
- Senior Lawyers' Committee
- War Crimes Committee
- Women Lawyers' Interest Group
- Young Lawyers' Committee

7. Proceed with going through all screens and amend anything you deem necessary. Once completed, you can save your changes, which will be confirmed by email. You will be able to see a breakdown of the costs on your screen – you can now proceed onto the last page and make an online payment by credit card.

8. If you wish to first download your invoice or make a bank transfer, you can go back to the home screen, select “My Accounts”  print with work address and download/print your invoice. Our bank information is stated on page 2 of the invoice. Please make sure you quote your invoice-or membership number if you opt for a bank transfer.

After taking these steps your membership will be valid until **31/12/2019**. Should you have any questions about your membership, please email us at member@int-bar.org.