

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	Manage Preferences
View Officer Details	Discussion Forums		

If you have any problems or would like help, please contact member@int-bar.org.

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 Q Everything Q Active

Transaction	Description	Total	GBP Total	Status	Transaction Date	Action
PRO [REDACTED]	Membership Proforma - 2018	£330.00	£330.00	Pay Me	01/01/2018	View
TFR [REDACTED]	Transfer for Invoice No [REDACTED]	£0.00	£0.00	Not Allocated	13/12/2017	View
Account Balance GBP			£(2,400.00)			

Print with Work Address 

- 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”:

[Renew Membership](#)  [Print with Work Address](#) 

ID	Description	Currency	Ex Rate	Total Net	Total Vat	Date	Status
PRO [REDACTED]	Membership Proforma - 2018	GBP	1.00000	£220.00	£0.00	01/01/2018	Awaiting Payment
	Description			Item Net	Item Vat		Status
	General IBA Membership - PPID			£140.00	£0.00		Not Allocated
	Forum for Barristers and Advocates			£0.00	£0.00		Not Allocated
	War Crimes Committee			£25.00	£0.00		Not Allocated
	European 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

- 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.

My IBA

- [IBA Home](#)

- [My IBA Home](#)

- [Shop Home](#)

- [View Basket](#)

Renew Membership

Summary of Information

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

Personal [\(Edit\)](#)

Title	Ms
Name	[REDACTED]
Suffix	[REDACTED]
Salutation	[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.

Renew Membership

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

Constituents, Committees and Fora

Continue

Public and Professional Interest Division (PPID)

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

- | | |
|---|--|
| <input type="checkbox"/> Bar Issues Commission | <input type="checkbox"/> Access to Justice and Legal Aid Committee |
| <input type="checkbox"/> Academic and Professional Development Committee | <input type="checkbox"/> Forum for Barristers and Advocates |
| <input type="checkbox"/> Alternative and New Law Business Structures Committee | <input type="checkbox"/> Human Rights Law Committee |
| <input type="checkbox"/> Group Member Holding | <input type="checkbox"/> Law Firm Management Committee |
| <input type="checkbox"/> Judges' Forum | <input type="checkbox"/> Please Choose your free PPID Constituent |
| <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender and Intersex Law Committee | <input checked="" type="checkbox"/> Professional Ethics Committee |
| <input type="checkbox"/> Pro Bono Committee | <input type="checkbox"/> Senior Lawyers' Committee |
| <input type="checkbox"/> Regulation of Lawyers' Compliance Committee | <input type="checkbox"/> Women Lawyers' Interest Group |
| <input type="checkbox"/> War Crimes Committee | |
| <input type="checkbox"/> 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. You can also give our membership team a phone call if you prefer to make a card payment by telephone.
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 **31/12/2018**. Should you have any questions about your membership, please email us at member@int-bar.org