



## User Guide to the STEP Website

To login to the STEP website please visit [www.step.org/login](http://www.step.org/login)

### Your username & password

- Your User ID will always be your **STEP Membership Number**.
- Your password will be issued to you upon approval of your membership.
- If you have forgotten your password you can request a reminder email to be sent to you if you have set up a security question and answer, alternatively email [step@step.org](mailto:step@step.org) for assistance.

### Amend your details, mailing preferences and specialisations online.

- After logging in click on **My Profile**. From the My Profile screen you can update your contact details, change your password and security question and much more.
- Contact Details - Update your Home and Work address contact details. Please ensure you select your preferred mailing and email address that you wish to receive communications from STEP.
- Directory Options - You can opt for your details to appear in the online Search for a STEP Member Directory and/or the STEP Directory and Yearbook. You can also select which details you would like to appear ie. work address only. You can add your biography here which will be shown in the online search for a STEP Member Directory only.
- Mailing Preferences and Newsletter Options - If you would prefer not to receive certain newsletters or information from STEP about associated products or services you are able to opt out. You can also opt back in to newsletters you may have previously unsubscribed from.
- Profession and Specialisations - Select the profession and specialisation which best match your current role. Please note this information will be used in the online Search for a STEP Member Directory and will help STEP tailor its products and services.
- Profile Image - Upload a photo which will be used in the Search for a STEP Member Directory results.
- Make sure you click **Save** if you have made any changes.

### Search for a STEP Member

Please note that members of the public can search for **Full STEP Members** only. STEP members who are logged in to the STEP website can view contact details for all other members. ie student members and affiliates of STEP.



## Useful Links

- Code of Professional Conduct [www.step.org/codeofconduct](http://www.step.org/codeofconduct)
- STEP Committee Information [www.step.org/governance](http://www.step.org/governance)
- CPD Guidelines and Record Sheet [www.step.org/cpd](http://www.step.org/cpd)
- Frequently Asked Questions [www.step.org/faqs](http://www.step.org/faqs)
- Member Services [www.step.org/members](http://www.step.org/members)
- Branches of STEP (and contact details) [www.step.org/branches](http://www.step.org/branches)
- Conferences & Events [www.step.org/conferences](http://www.step.org/conferences)
- Publications [www.step.org/publications](http://www.step.org/publications)
- Search for a STEP Member [www.step.org/stepmembersearch](http://www.step.org/stepmembersearch)
- STEP TV [www.steptv.org](http://www.steptv.org)
- STEP Wealth Directory [www.stepwealthdirectory.org](http://www.stepwealthdirectory.org)
- Website Sitemap [www.step.org/sitemap](http://www.step.org/sitemap)

## Contact STEP

If you have problems logging in to the STEP website please contact us:

Email: [step@step.org](mailto:step@step.org)

Tel: +44 (0)20 7340 0500