IMA MEMBER AREA

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1   How to register on IMA Member Area

Go to the IMA Member Area main page through the underlying URL
http://ima.org.in/memberarea/2-oct-ima-login.php

Below screen will be appeared.

In order to register on IMA Member Area, you need to click **"Click here to get login details online"** link (see above screen – underlined in red)

A new window will be opened (see below screen) in which you will find **4** options i.e.

IMA MEMBER AREA

Do you have IMA Member login details ?

If you have login details.

Click here to Login IMA Member Area

1

Do you have Registered Email /Mobile in IMA ?

Search via email / mobile and get SMS/email with login detail instantly.

Click here to generate Password for IMA Member Area

2

Do you know your IMA Membership Number ?

Verify your full registered name and access member area.

Click here to verify and generate Password for IMA Member Area

3

Need assistance ?

Contact us. IMA IT team will assist you.

Contact IMA Office

4

1.1   Already have Login Details

If you already have login details (username & password) then, click **"Click here to Login IMA Member Area"** (see below screen)

A new window will be opened (see below screen).

Now enter Username and Password then click on "**Login**" button**. The system will give out error message if the login is not successful. Simply re-enter with a valid Username and Password and type it correctly in the next try.

1.1.1   Authentication Error

If username or password is invalid, the following error will be shown. You can re-enter with a valid username and password (see below figure)

IMA MEMBER AREA - Login

Error !Username name invalid. We unable to find in our database.

1.2   Register via Email or Mobile

If you have registered Email ID or Mobile number in IMA, then you can click **"Click here to generate Password for IMA Member Area"** option.

Do you have Registered Email /Mobile in IMA ?

Search via email / mobile and get SMS/email with login detail instantly.

Click here to generate Password for IMA Member Area

Below window will be opened.

INDIAN
MEDICAL
ASSOCIATION

IMA MEMBER AREA

Enter your exact registered Email or Mobile

Do you already have password ? Click here to login

Search and send Password □

If your email or mobile is present in IMA Database then instant auto generated SMS / ×
Email will be sent.

Enter your registered mobile number or Email ID and then, click **"Search and Send Password"**
(see above screen).

Note : If your email ID or mobile number is present in IMA Database then, you will receive
instant SMS or Email with username and password on your registered mobile or email id.

1.3   Register via IMA Membership Number

If you know your IMA Membership Number, then you can click **"Click here to verify and
generate Password for IMA Member Area"** option.

Do you know your IMA Membership Number ?

Verify your full registered name and access member area.

Click here to verify and generate Password for IMA Member Area

Below window will be opened.

Enter your accurate IMA Membership number and then, click **"Access Member Area".**

Note : If your membership number is present in IMA Database then, you will be asked to enter your full name, Father's name and your DOB to verify your details. Once system has successfully verified your details then, you can access **Member Area**.

1.4   Need Assistance

If you are still unable to access Member Area then, you can choose the last option i.e. **"Contact IMA Office".**

Below **"Query Form"** will be opened where you need to enter Your Full name, Valid Email ID, Mobile number and IMA Membership number (if you have) and then, write your query in **"Query"** box and click **Send** button in order to send the query.

IMA MEMBER Contact Form

Please fill below form and send us.

IMA IT team will review it and reply.

☐	Your Full Name
⊠	Your Valid Email
☐	Your Mobile Number
☐	Your IMA Membership Number if you have

Enter your query here...

Send ☐

2 Login

After successfully login, below window will be opened where you can update your profile.

Once you have updated all the details, click **"Update"** button in order to access **Member Area**.

Note : If you have multiple email IDs or Mobile numbers then, separate them with comma (,) sign.
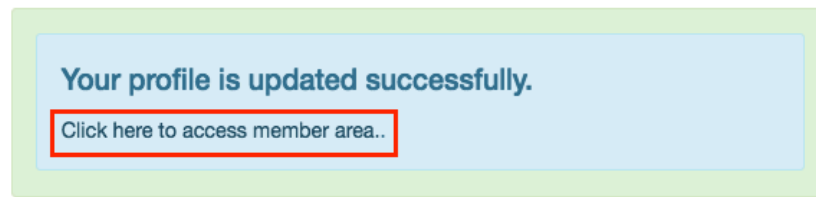
For example : Mobile numbers – 9999999999**,**8888888888**,**9878787878 and Email IDs – name@gmail.com**,**name@yahoo.com**,**name@outlook.com.

Note : If your city and district are same then, keep district field blank.

Once you have clicked **Update** button, below screen will be opened confirming **"Your profile is updated successfully".**

Now, click **"Click here to access member area"** (see above screen – highlighted in red)

3 Dashboard (Single Member)

After successfully clicking **"Click here to access member area",** below dashboard screen will be opened.
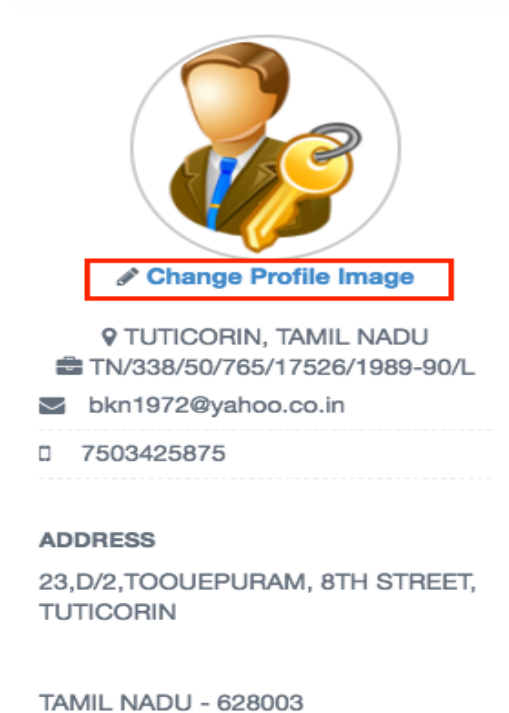
On top of the screen, you will find welcome message along with your name **e.g.** see above screen it's showing **"Welcome M. Sakthivel !".**

Dashboard is divided into 4 parts **i.e.** Member Profile, IMA Latest news, events and messages, Membership Information and Member details.

3.1   Member Profile

On left side of the dashboard, you will find your photo following with city, state, membership number, email address, phone number, complete home address with state name and pin code.

✎ **Change Profile Image**

📍 TUTICORIN, TAMIL NADU
💼 TN/338/50/765/17526/1989-90/L
✉ bkn1972@yahoo.co.in
▯ 7503425875

ADDRESS

23,D/2,TOOUEPURAM, 8TH STREET,
TUTICORIN

TAMIL NADU - 628003

Note : If your photo is not there then you can upload it by clicking **"Change Profile Image".**

 Below window will be opened asking you to update your profile image.

Choose file from your desktop or laptop and click **"Upload an Update"** in order to upload the image.

As soon as you have uploaded the image, it will be automatically get reflected under Profile image.

Note : The size of the image should be less than 400 KB and the desired format should be PNG or JPG.

3.2 IMA Latest news, events and messages

In future, this section will provide you latest news, events or messages related to IMA.

3.3 Membership Information

This section provides you membership information like whether you hold single or couple membership, life or annual membership. It also displays your membership number.

3.4　Member details

From here, you can print your Certificate, Proforma and ID card.

3.4.1　Print Certificate

In order to print your certificate, click **"Print Certificate".**

Below window will be opened, from where you can send the certificate to your registered email id as well as additional email id if you want.

Is Certificate ok ? Email Certificate to below details

Additional Email (optional): [   ]

☑ Send to Registered Email (bkn1972@yahoo.co.in)

[Send Certificate as Email]

Note : Certificate will be sent to your email id in PDF format, from where you can download it and then print.

3.4.2   Print Proforma

In order to print Proforma, click **"Print Proforma".**

Below window will be opened, from where you can print the Proforma.

New Plastic IMA Life Membership Identity Card

Photo	
	Signature of Member in the Box with Black ink

PROFORMA

Name	Dr M. SAKTHIVEL
L. M. Number	TN/338/50/765/17526/1989-90/L
Address	23,D/2,TOOUEPURAM, 8TH STREET,
	TUTICORIN
	TAMIL NADU - 628003
Branch	TUTICORIN
State	TAMIL NADU
Date of Birth	07-02-1990
Mobile	7503425875
Email	BKN1972@YAHOO.CO.IN
Blood Group	

Note : This Proforma is to be signed and return back to IMA.

3.4.3   Print New ID Card

In order to print ID card, click **"Print New ID Card".**

Below window will be opened, from where you can download your ID card and then print it.
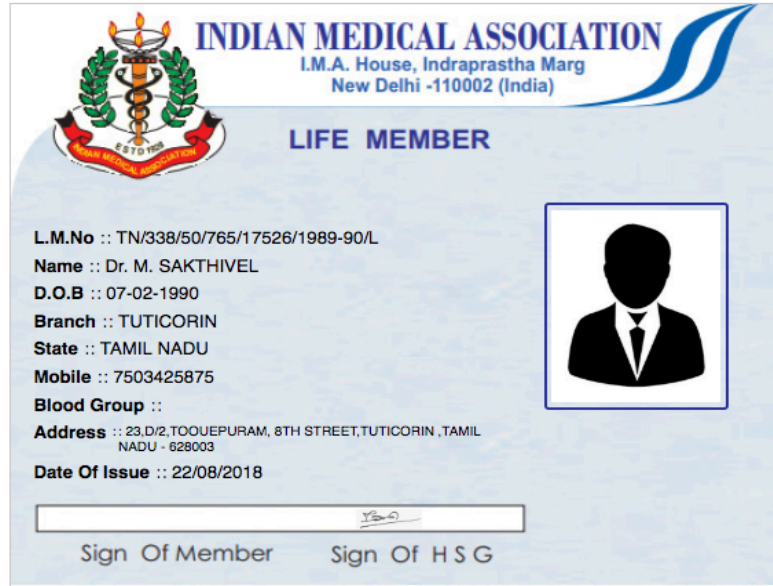
4 Dashboard (Couple Member)

If you are a Couple member then, after login your dashboard will look like below screen.

Note : It gives you both members (you and your spouse) details. You can print certificate, Proforma and ID card of both members respectively (see below screen).

On top you will see details of member with whom login details you have logged in. Beneath that, couple member details will be displayed (see below screen).

Member Details

Name : **RITA ARORA NATH**
Membership sl # 2

[Print Certificate] [Print PROFORMA] [Print New ID-Card]

Please send back PROFORMA to IMA after signature.

Couple Member Details

Name : **NARENDRA NATH**
Membership sl # 1

[Print Certificate] [Print PROFORMA] [Print New ID-Card]

Please send back PROFORMA to IMA after signature.

[Open Couple Dashboard and Profile]

If you want to update couple member profile, then click **"Open Couple Dashboard and Profile"** (see below screen – highlighted in red)

Couple Member Details

Name : **NARENDRA NATH**
Membership sl # 1

[Print Certificate] [Print PROFORMA] [Print New ID-Card]

Please send back PROFORMA to IMA after signature.

[Open Couple Dashboard and Profile]

Dashboard of couple member will be opened (see below screen)

5 Edit Profile

From here, you can update your profile details.

As soon as you click **"Edit Profile",** below type of screen will be opened from where you can update your profile.

Welcome M. SAKTHIVEL !

Update your contact details and Profile in IMA Database before access to Member Dashboard.

📅 Date of Birth	07-02-1990

👤 Post in Branch	Post in Branch

📅 From Yr	0	📅 To Yr	Post in Branch Upto

👤 Post in State	Post in State

📅 From Yr	From	📅 To Yr	Post in Branch Upto

👤 Post in IMA HQ	Post in IMA HQ

📅 From Yr	From	📅 To Yr	Post in IMA HQ Upto

👤 MEMBERSHIP OF IMA CGP (Y/N)	Yes ⇕

👤 If Yes MEMBERSHIP	Your MEMBERSHIP OF IMA CGP

👤 MEMBERSHIP OF IMA AMS	Choose ⇕

👤 If Yes MEMBERSHIP	Your MEMBERSHIP OF IMA AMS

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Click **"Update"** after adding the changes.

6 Logout

After finish using the Member Area, you can logout by clicking "**Logout**" button (see below screen)
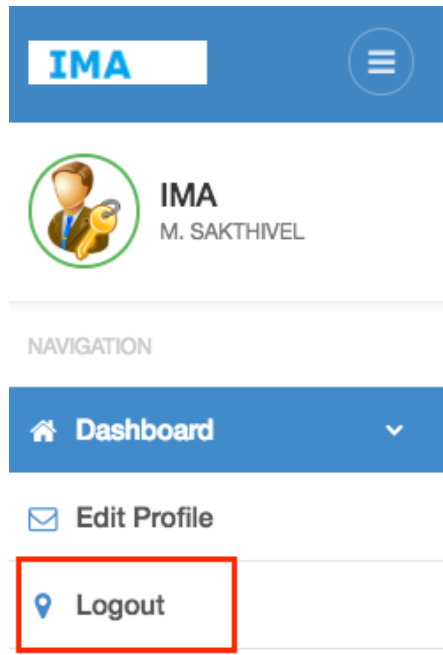
The system will automatically return to the Login screen.

The system will also automatically log off if it is left idle for certain period. Idling means no interaction with the system.

END...