

GoMembership Help Sheet: Add a Credential



Credentials are used in the system for some memberships and roles. Outside of the membership journey this process shows you how to add them to your profile.

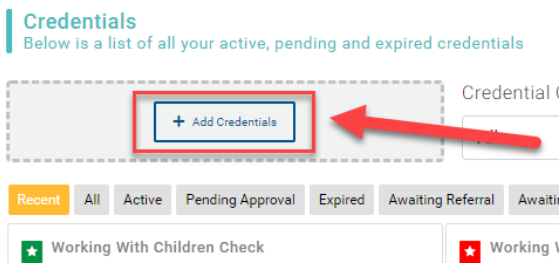
ACCESSING YOUR CREDENTIAL AREA

Your credentials are available to view and edit on your profile at any time by going to **My Profile** and then navigating to **Credentials**

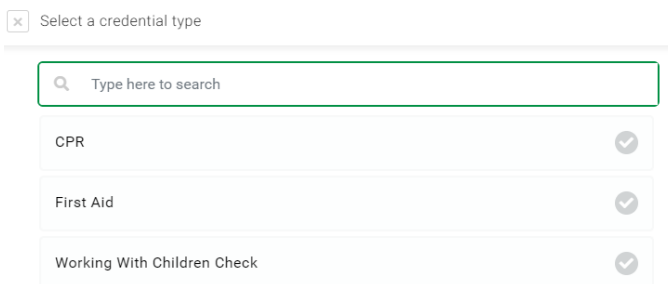


ADD A NEW CREDENTIAL

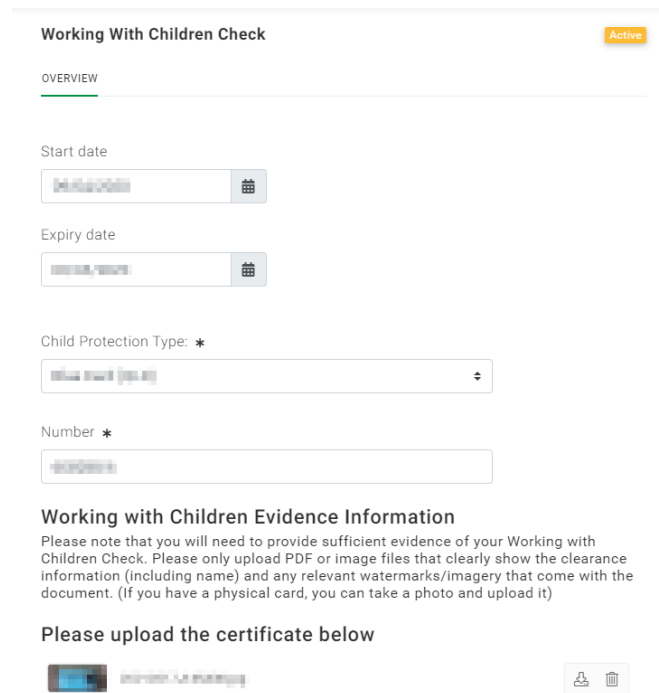
To add in a new credential, select **Add Credentials**.



A pop-out will ask you the type of credential you want to add and then take you to a form to complete the submission.



Depending on the credential, you may also be asked to provide evidence with a PDF or image, as per the below screenshot.



MANAGE EXISTING CREDENTIALS

As well as adding new credentials, you can also view existing credentials and their status. When your credential is nearing the expiration date, a reminder will be automatically sent to you.

To view the credential, simply click on it to open up more detailed information including fields and any relevant documentation that was uploaded.

