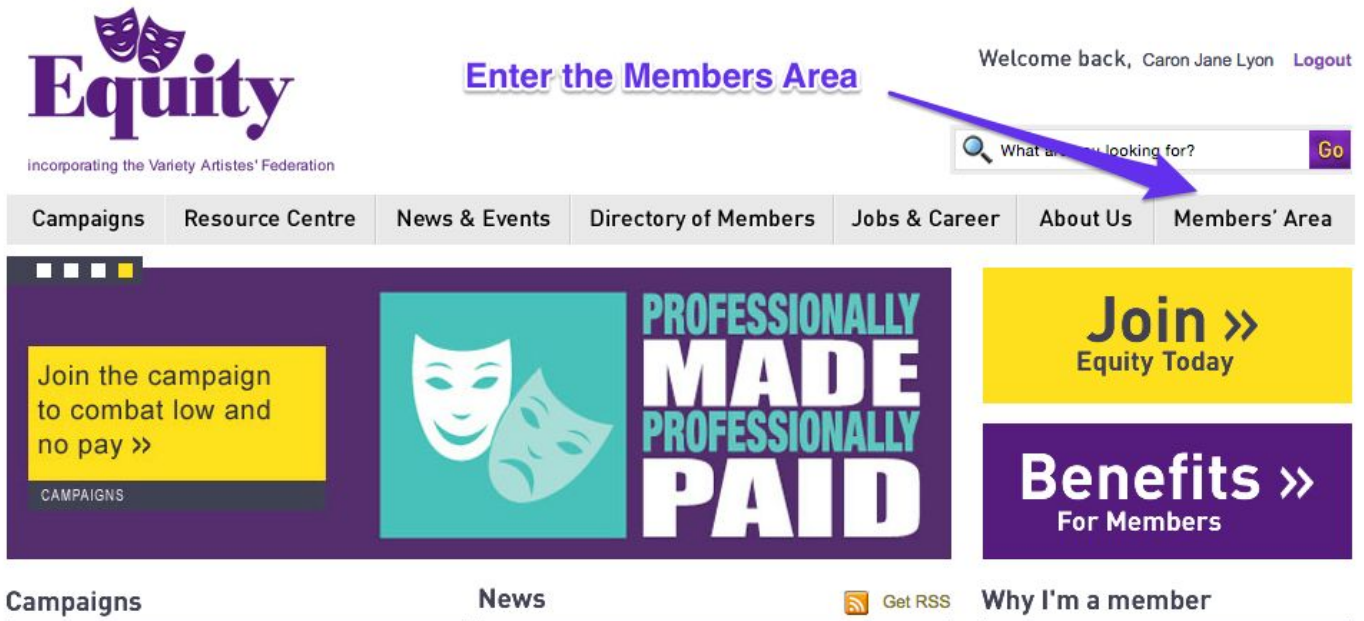# Equity Online Branch – First Time Access Guide
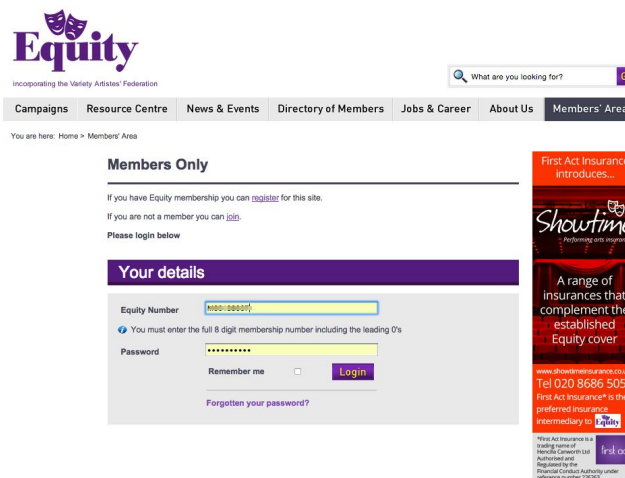

1   To locate the Equity Online Branch

1.1   Go to the Equity Website: http://www.equity.org.uk

1.2   Click the ***Members' Area*** button in the upper right hand side of the web page

1.3   Enter the Members' Area by typing your membership number, without the prefix letter, but with all the 0s and adding your password and clicking the login button.

1.4   If you are already a member of the Online Branch click on *The Equity On Line Branch* in the right hand menu under Your Special Interest Groups.

1.5   If 'The Equity Online Branch' is not visible to you, go to…

My Personal Details in the left hand menu,
click > *Interests*
in the center panel find > *Select Constitutional Register*
check the box against > *The Equity Online Branch*
scroll to the bottom of the page and click *Submit*

SEE SCREENSHOT ON FOLLOWING PAGE

(pause to ensure the save has taken place, you will be returned to the Personal Details page and a confirmation should appear informing you your profile has been updated.)

Refresh your page or click the Members Area on the top navigation bar.
Start from the top of this document. (return to 1.1)

If this has not worked contact the moderator

The current moderator
Caron Jane Lyon - Equity Member Profile
email - cj.lyon@pcmcreative.co.uk