



Chartered
Insurance
Institute

Standards. Professionalism. Trust.

Membership: How to update your professional community

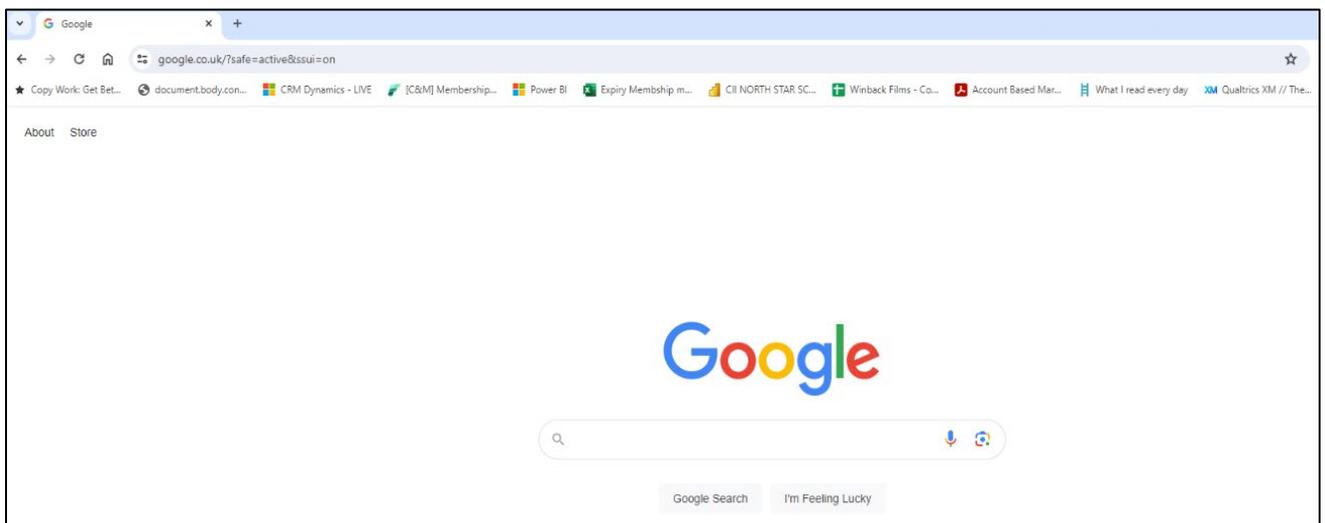
How to update your professional community through your CII dashboard.

Whether you work in Insurance Broking, Underwriting or Claims, as part of your CII membership you get access to a professional community which provide numerous benefits and opportunities that are tailored to you and your sector.

This guide takes you through the steps to update your professional community through your CII member dashboard.

1. Begin by launching your preferred internet browser on your device.

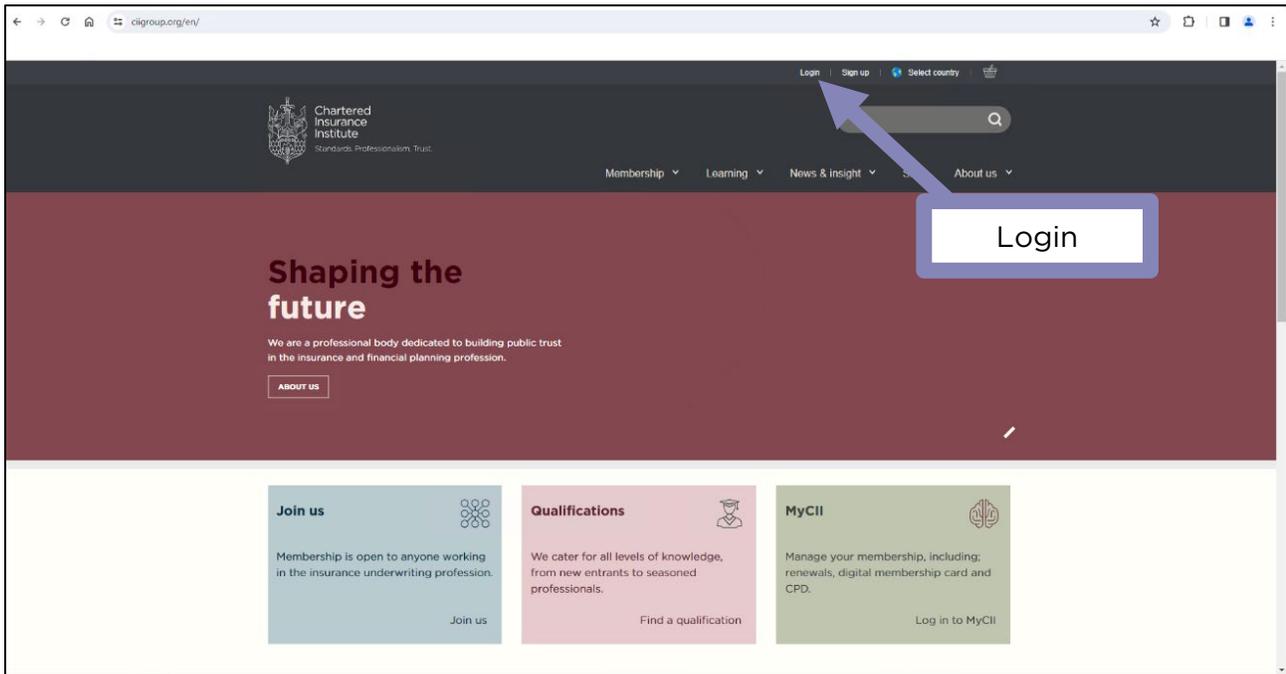
Note: For optimal performance, we recommend using Google Chrome.



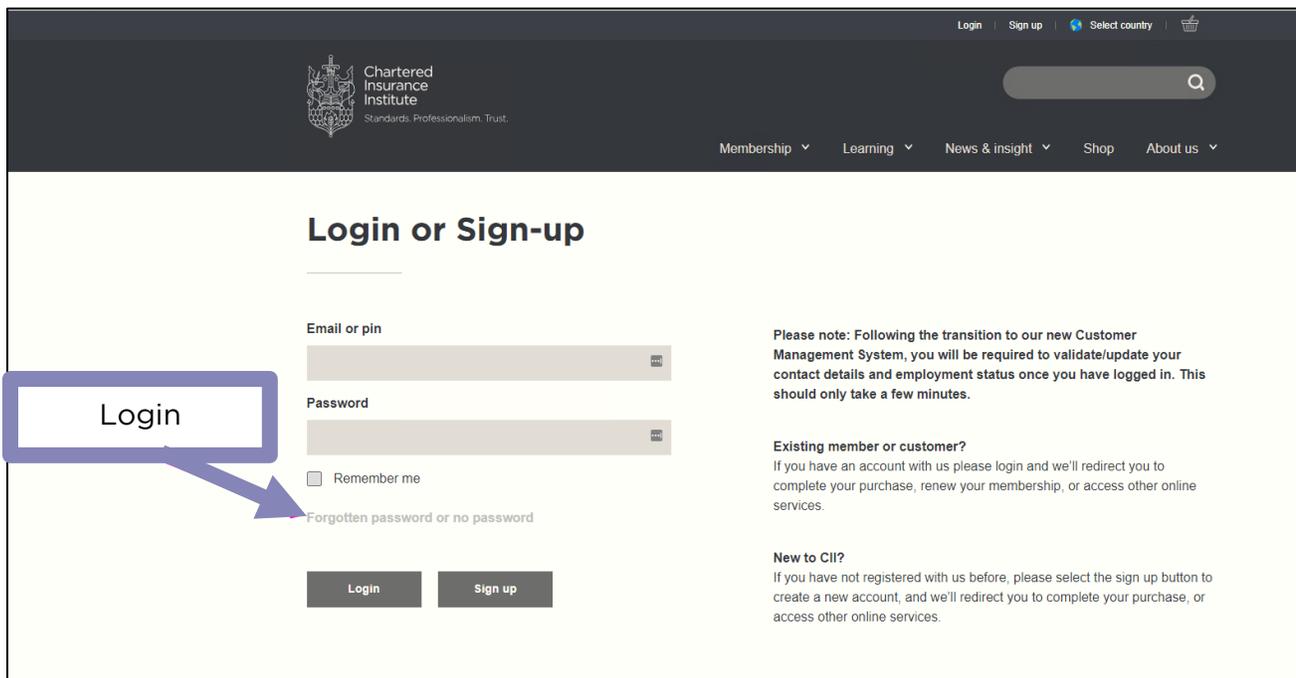
2. To access the Chartered Insurance Institute (My CII) website go to, www.cii.co.uk



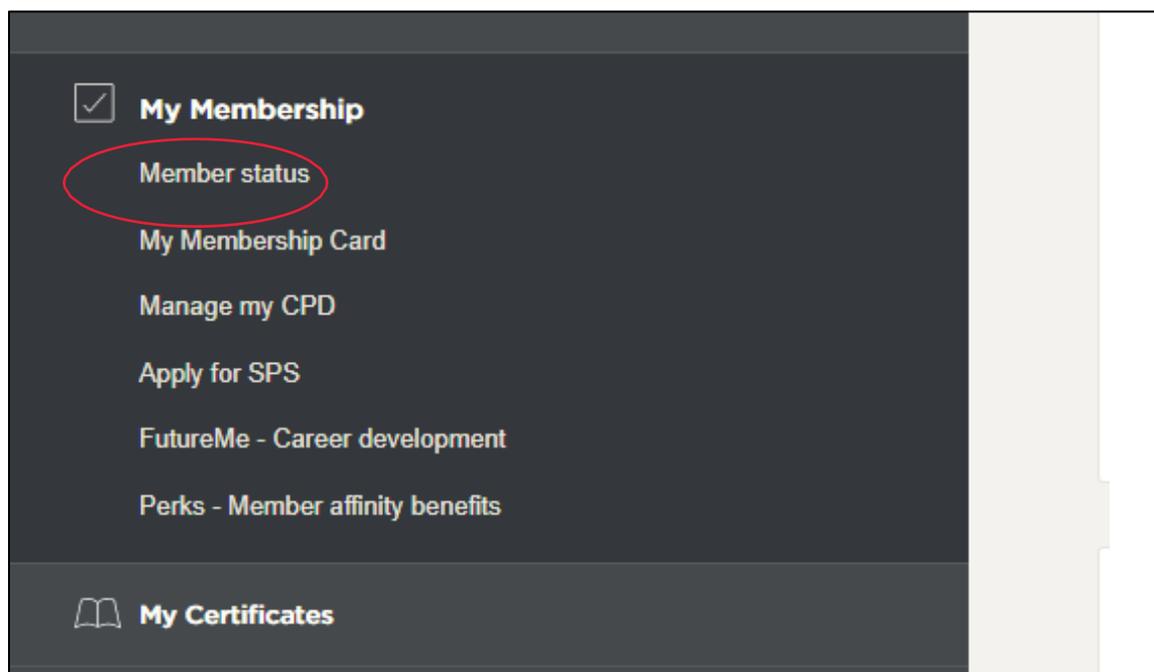
3. Once the webpage has loaded, select 'Login' on the top right-hand side.



4. Log in using your PIN or email address and password. If you have forgotten your password this can be reset using the 'Forgotten password link' (see separate how to guide for support).

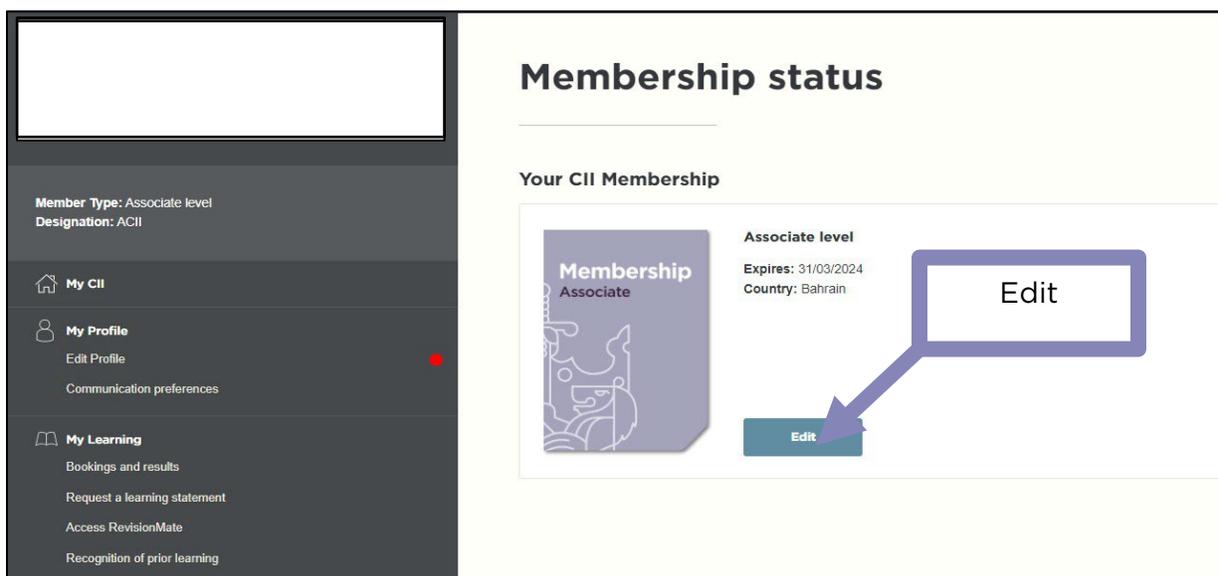


5. On the left-hand side of your screen you should see a dark grey menu. To change your professional community, go to the **My Membership** section and click 'Member status'.

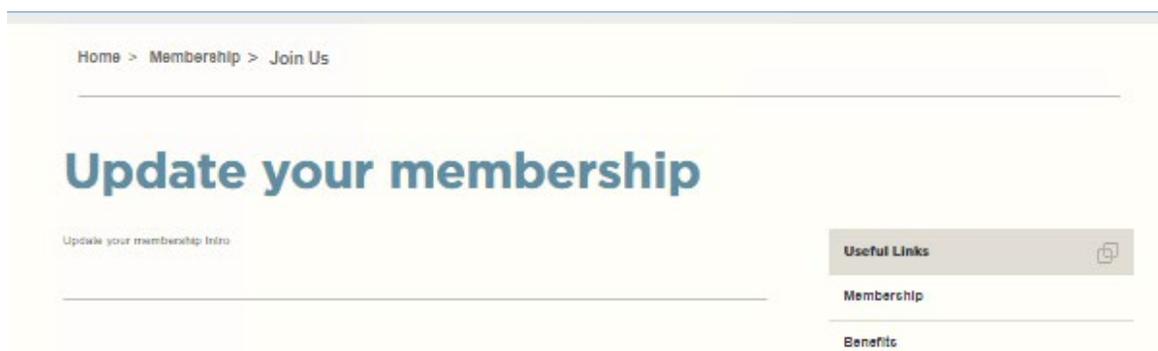


6. You should now see your current membership package and expiry date.

Click the 'Edit' button to make a check your current professional community and/or make a change.

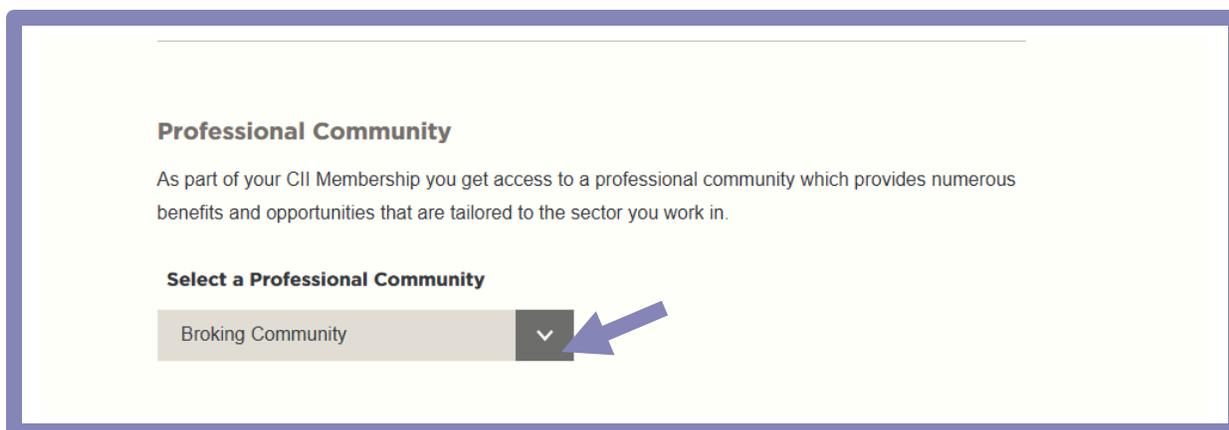


7. You should now see the 'Update your membership' page with your membership details.

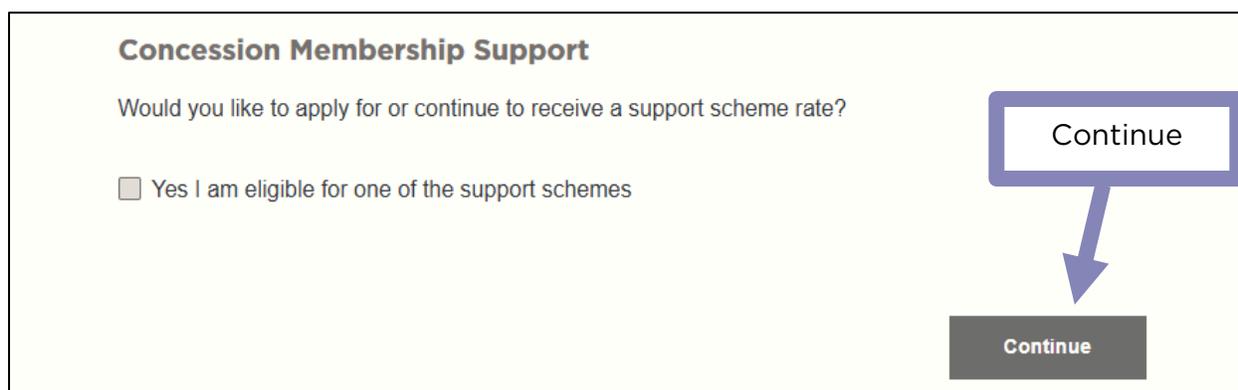


8. To change your professional community, scroll down to the section labelled 'Professional Community'.

Click the drop-down arrow and select the community you would like to be part of.



9. Now, go to the bottom of the page and click 'Continue'.



10. As part of the process, you will be asked to confirm the membership declarations.

If you wish to proceed, **Tick the box 'I confirm that I accept the above declarations'** to confirm you have read and understood the declarations.

Then click, **'Continue'**.

Membership Declaration

The Chartered Insurance Institute (CII) Group is a professional body dedicated to building public trust in the insurance and personal finance professions. Suitability for membership of the CII, and its Societies, is assessed based on completion of the below declarations. This is part of our commitment to high professional standards.

In applying to become a member I agree to be immediately bound by the CII's Charter, Bye-laws, Code of Ethics, rules, regulations and requirements of membership and/or the Personal Finance Society's Articles of Association and Bye-laws. I also agree to be bound by the constitution and Bye-laws of any local institute of which I become a member. Details of these obligations of membership can be found online at cii.co.uk/memberobligations

I confirm I have not:

1. Been made bankrupt or been subject to an individual voluntary arrangement (or similar procedure) or any judgment debt; or
2. been subject to an adverse judgment of any court (or been charged but not yet tried with) any criminal offence other than a monetary fixed penalty for a motoring offence. Please note, if the conviction is considered spent under the Rehabilitation of Offenders Act you do not have to declare this; or
3. been subject to any disciplinary sanctions (or are currently the subject of any investigation) by the CII/ PFS or any other professional and/or membership body or regulatory authority.

Please check the box below to confirm that you accept the declarations. You are required to tell us if you are made bankrupt, become the subject of an individual voluntary arrangement (or any such similar procedure), are convicted of any offence (other than a motoring offence with a monetary fixed penalty) or been subject to disciplinary action by the CII/PFS or any other professional and/or membership body or regulatory authority in the future.

If you are unable to tick the declaration box, you will not be able to apply online; please contact our Customer Services team for further information on how to submit an application: Tel: +44 (0)20 8989 8464, Email: contact@cii.co.uk

I confirm that I accept the above declaration

Continue

Continue



11. Your new professional community should now be shown in your basket, along with your current membership details. You may see an admission fee, but this should read as £0.00. You can ignore this fee.

If you are happy with the details, click 'Proceed'.

Basket

1 — 2 — 3 — 4

Basket

	Ordinary membership £0.00
	• Local Institute: Insurance Institute of Plymouth and Cornwall
	• Society: Broking Community
	Membership admission fee £0.00

Proceed

Summary

Subtotal	£0.00
Discount	£0.00
Shipping	£0.00
Tax	£0.00
Order Total	£0.00

Voucher Code **Apply**

12. Click 'Place order' to confirm the change of your professional community.

Please allow up to 24 hours for the change to show on your My CII account.

Basket **Shipping** **Payment** **Success**

✓ — ✓ — 3 — 4

Review and Payment

Payment Method

Payment is not required, please click continue to complete your order.

Place order

Place Order

Summary

Subtotal	£0.00
Discount	£0.00
Shipping	£0.00
Tax	£0.00
Order Total	£0.00

Getting in touch with us

If you have any questions or issues regarding this process or your membership, please contact us on the details below.

Customer Services
Chartered Insurance Institute
tel: +44 (0)20 8989 8464
customer.serv@cij.co.uk
ciigroup.org

Follow us on:



Customer Services
Personal Finance Society
tel: +44 (0)20 8530 0852
customer.serv@thepfs.org
thepfs.org

Follow us on:

