

How to **RE-ENROL** in the **UPDATED** **RCSI PCS** **Portal**

For Users that have previously accessed the old RCSI PCS Portal your user details have been transferred to the new PCS Portal.

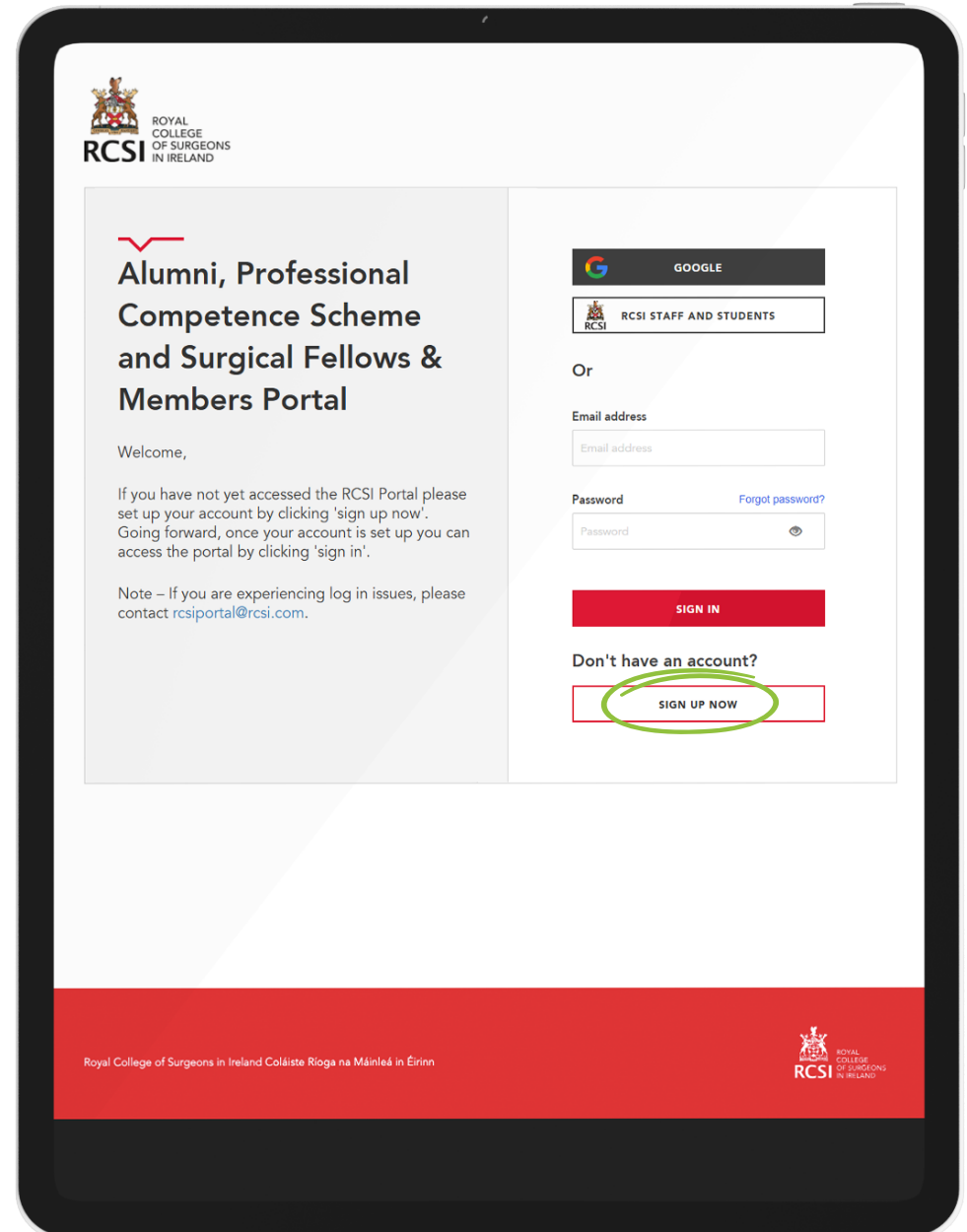
If you have already logged into the NEW portal as a Fellow/Member/Alumni or Donor, you just need to Sign In - go to Step 8 / 9.

STEP 1

Go to: www.rcsi.com/portal

STEP 02

Click on 'Sign up Now' button



STEP 3

- Enter your details
- Select **'Next'** button

NB: Please use email address as per correspondence

Your password should follow the guidelines on screen

First name i

Surname i

Email address

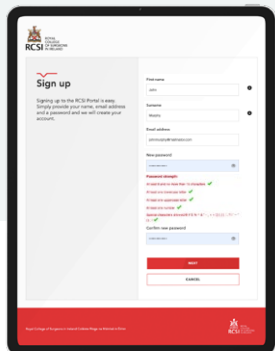
New password

Password strength:

- At least 8 and no more than 16 characters ✓
- At least one lowercase letter ✓
- At least one uppercase letter ✓
- At least one number ✓
- Special characters allowed: @ # \$ % ^ & * - _ + = [] { } | : ' ; ? / ~ " () ; ! ✓

Confirm new password

NEXT CANCEL



STEP 4

You will receive an email containing a verification code.

Verify your email address

Thanks for verifying your nadiafarrell@mailinator.com account!

Your code is: 704075

Sincerely,
UATRCSIACRM

STEP 5

- Return to portal browser
- Enter the verification code received
- Select **'Verify Code'** button

Check email

We emailed a code to jonathanbreen@mailinator.com. Please enter it below to verify your email address.

Verification code

VERIFY CODE

SEND NEW CODE

CANCEL

Note: RCSI and its representatives will never ask you to reveal this code.
Never share this code with anyone as it can be used to gain access to your RCSI account.

STEP 6

Click on **'Complete Sign Up'** button

Code confirmed

Email address successfully confirmed. Please click **COMPLETE SIGN UP** to proceed.

COMPLETE SIGN UP

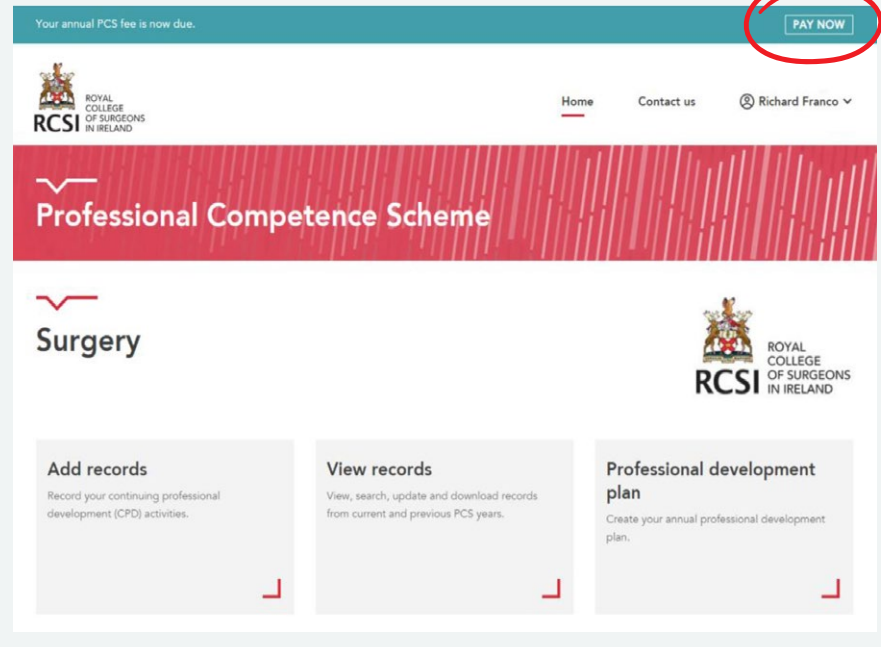
CANCEL

STEP 7

You are now Signed In to the new PCS Portal

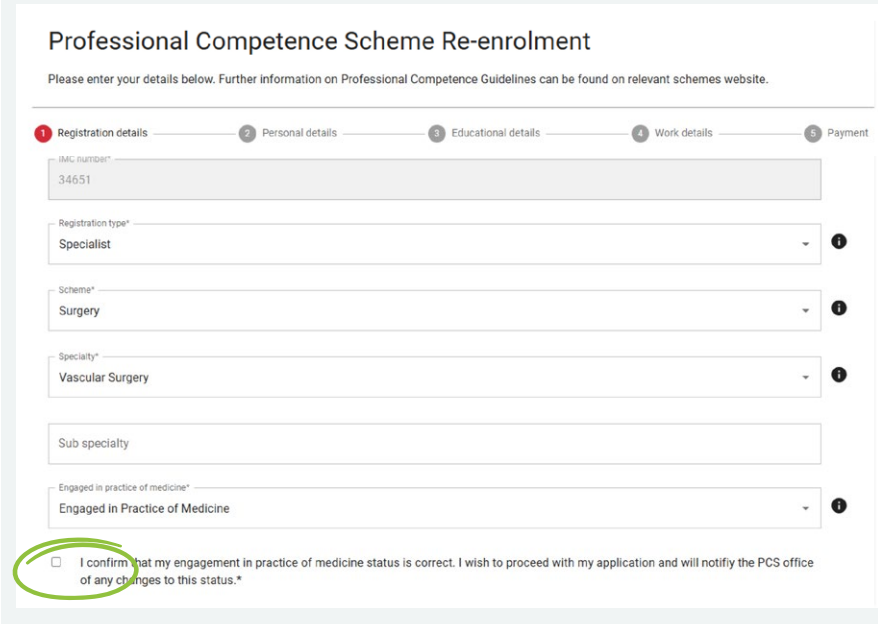
STEP 8

To re-enrol select 'Pay Now' button on top of screen



STEP 9

Review and 'Confirm' that Registration, Personal, Educational and Work details are correct



STEP 10

Complete your payment details to complete your re-enrolment

