



iMIS Membership Management System

Login and 2024 Membership Renewal Instructions

Introduction

The **CSCE** has recently implemented a new member management system called **iMIS**. This system is the foundation for delivering better services and benefits to members. The **iMIS** platform is developed by Advanced Solutions International and is the industry leading software for not-for-profit professional and trade associations. You can learn more about iMIS at <https://www.imis.com/>.

Scope

Currently, **CSCE** is only implementing 2024 membership renewals in the **iMIS** platform. Over the next few months, we will be implementing additional functionality including:

- Enabling non-members to join the **CSCE**
- Registering for Tech Talks, Webinars and Other Events
- The ability to make donations to the **CSCE Foundation**
- Enhanced services for volunteers and members

iMIS System Prerequisites

To access the iMIS system, you will need:

- **To be a CSCE member.** As stated above, we are only activating 2024 membership renewals currently. Non-members will be able to join CSCE via iMIS after mid-January.
- An Internet connection and either the **Microsoft Edge** or **Google Chrome** browser (note: other browsers may work fine but **iMIS** is optimized for Edge and Chrome and will deliver the best performance).
- The **email address** (i.e., username) that you used to log into CSCE.ca (**Note:** Member data has been migrated from CSCE.ca to iMIS).

What You Can Do in iMIS

Initially, you will be able to renew your membership for 2024, update your profile (including adding a photo), physical and email address, phone number and personal information (i.e. date of birth, company, etc.).

Other functionality will be implemented in the coming weeks and months.

iMIS Security

iMIS has been providing not-for-profits software for over 20 years. The platform and CSCE's data are hosted in the Microsoft Azure Canadian data centre. iMIS adheres to GDPR, the European standard for data security and protection (the most stringent in the world), and uses Global Payments (a NYSE listed leading payment processor), which is PCI Compliant.

See next page for step-by-step access and renewal instructions.



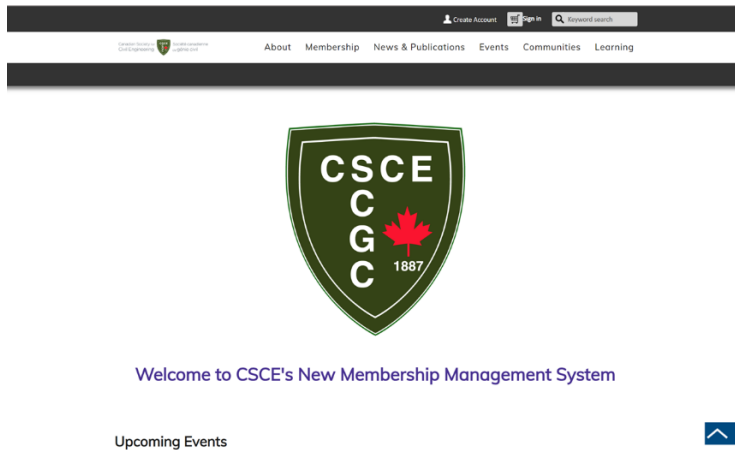
iMIS Membership Management System

Login and 2024 Membership Renewal Instructions

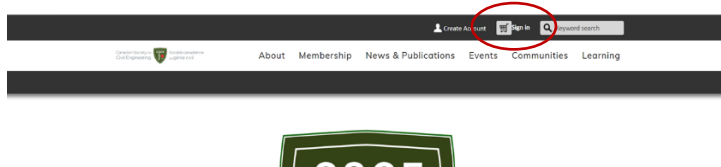
Step 1: Go to the CSCE-iMIS Site.

URL: https://csce.imiscloud.com/Member_Portal/Member_Portal/Default.aspx?hkey=f131d889-f275-4f4a-8e23-453071f0e4ed

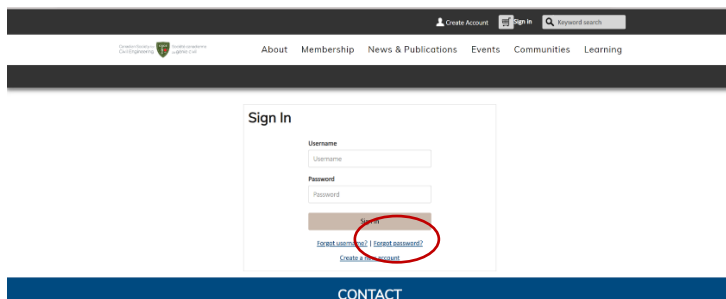
You will be directed to the page that looks like the page below.



Step 2: Click the sign in button on the top banner.



Step 3: Click "Forgot Password?" below the beige Sign In button.



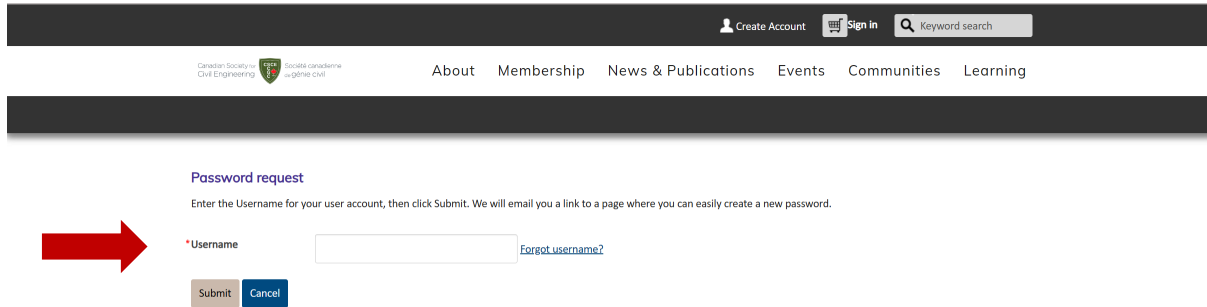


iMIS Membership Management System

Login and 2024 Membership Renewal Instructions

Step 4: You will be redirected to a new page that looks like the one below.

Enter your email address (the same email address you use to sign into the csce.ca site). Do not forget to click the beige **Submit** button.

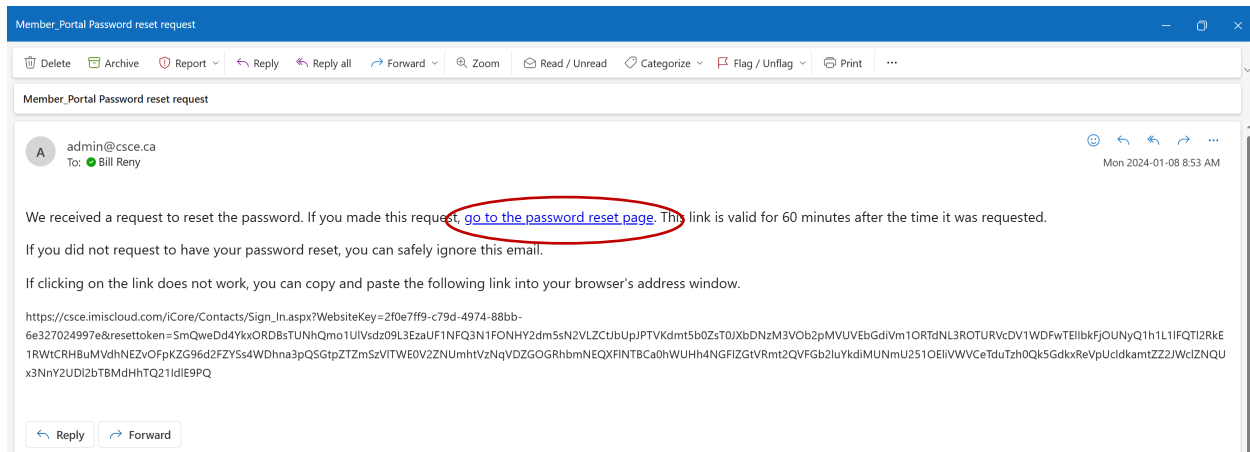


CONTACT

Step 5: Go to your Email Inbox and find the password reset email.

The email will be from admin@csce.ca. If you do not see it in your inbox, check your junk folder. If the email is in your junk folder, please add admin@csce.ca to your safe sender list.

The email will look like the one below:



Click on the **password reset page** link to be redirected to setup your iMIS password.

If you did not receive an email, please contact Lesia at admin@csce.ca for assistance.



iMIS Membership Management System

Login and 2024 Membership Renewal Instructions

Step 6: Create a new password.

Step 7: Sign In to iMIS.

Once you have created your new password and clicked on **Submit** button, the system will redirect you back to the sign-in page. You can now sign-in to your iMIS account with your new password.

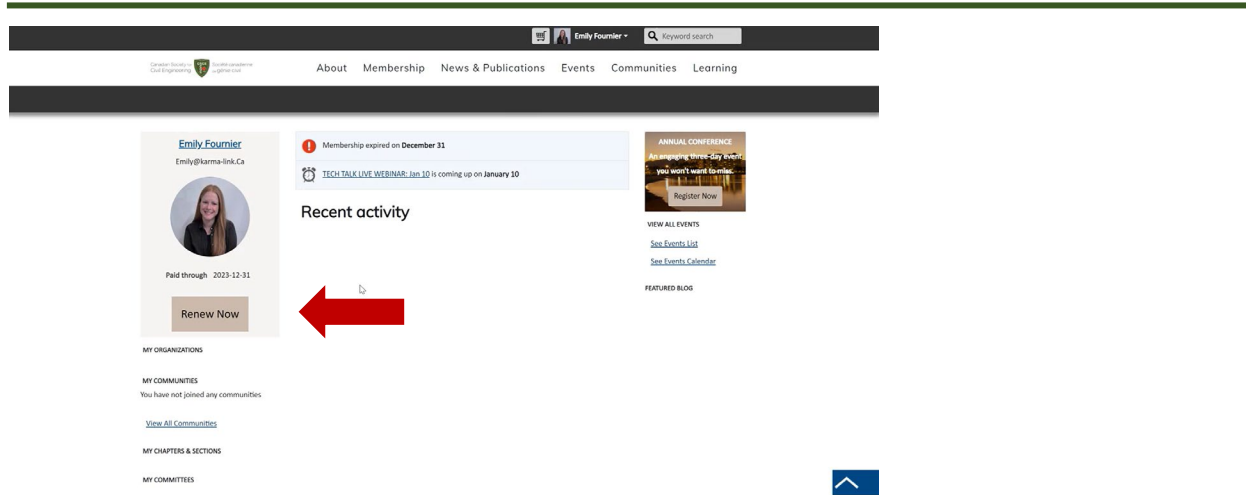
Step 8: Renew your 2024 Membership.

Once you sign-in, you will see a screen that looks like the one below. Click on the **Renew Now** button to renew your membership for 2024.



iMIS Membership Management System

Login and 2024 Membership Renewal Instructions



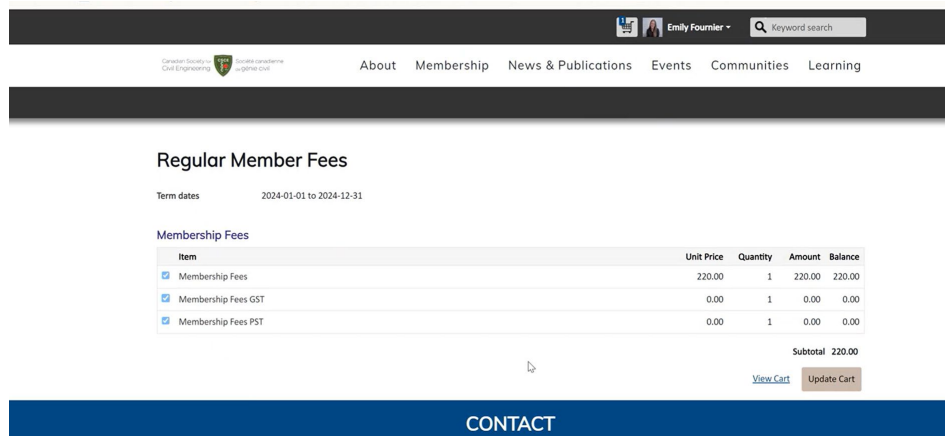
Step 9: Review your Membership Dues

After you click **Renew Now**, you will see a screen like the one below. Your dues will automatically be calculated based on your membership type and address location (for GST and PST if applicable).

Note: CSCE has simplified and revised the 2024 membership categories.

If everything is correct, click the beige **Update Cart** button. If you feel the dues or the tax are not correct, please contact Lesia at admin@csce.ca for assistance. Before contacting Lesia for help, review the 2024 revised membership and dues categories here:

https://csce.imiscloud.com/Member_Portal/Member_Portal/Membership/Categories---Rates.aspx?hkey=6f9253ef-6ea9-42a9-aed7-750dbe5bf996



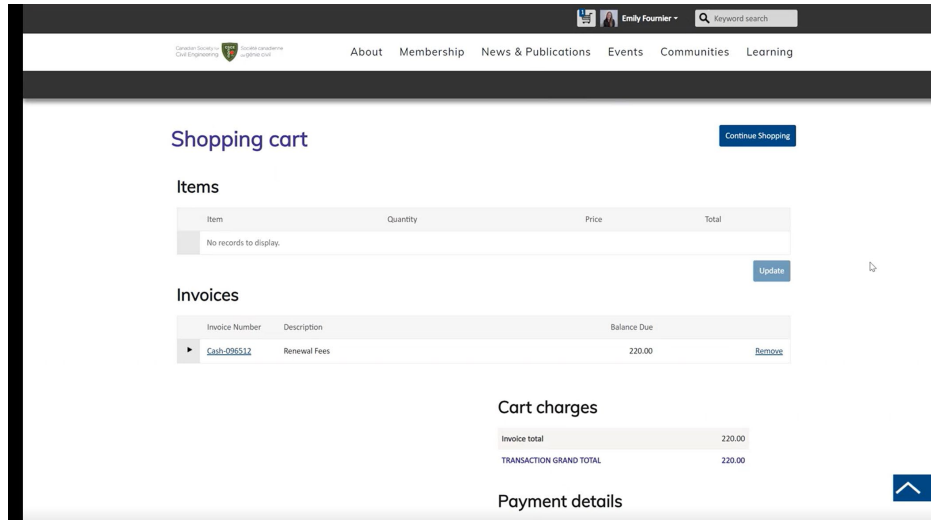
Step 10: Review your shopping cart and enter your credit card details.



iMIS Membership Management System

Login and 2024 Membership Renewal Instructions

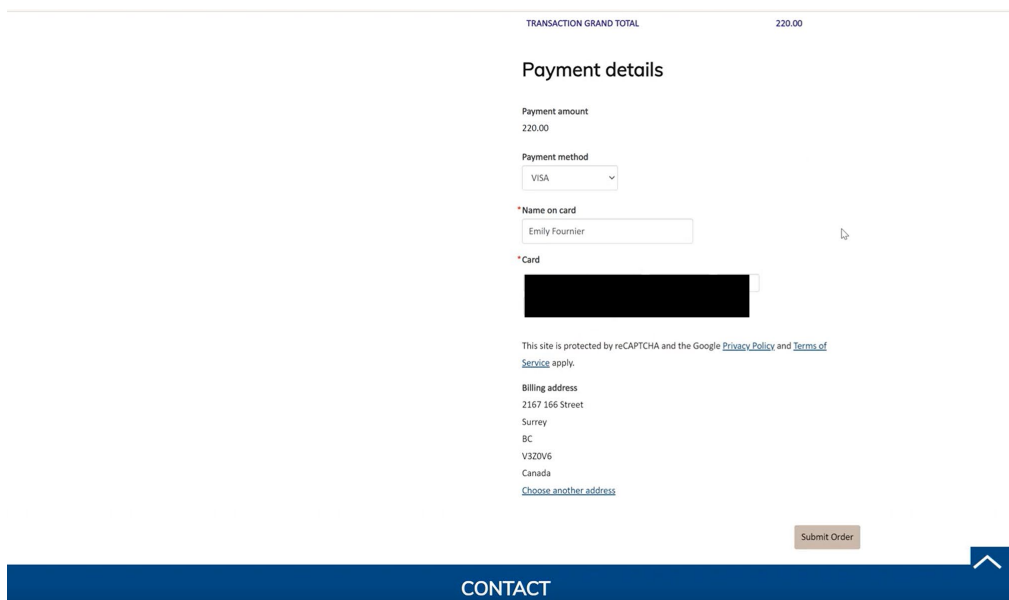
Confirm your 2024 membership dues are in the cart and then scroll down to enter your credit card information (see next page for additional screenshots and details).



Important Note: When we migrated your data from CSCE.CA, we imported your primary address into iMIS. If that address shown in your iMIS record does not match your credit card, you will have to update your billing address in iMIS before proceeding with the checkout/payment process.

Updating your addresses is straightforward but if you have problems, please contact Lesia at admin@csce.ca for assistance.

If everything is correct, click on the beige Submit Order button at the bottom of the screen.





iMIS Membership Management System

Login and 2024 Membership Renewal Instructions

Once the payment has finished processing, you will receive an order confirmation on the screen and will receive an order confirmation email (see examples below for the screen image and email notice). You can even forward the order confirmation to another person.

Order confirmation

Canadian Society for Civil Engineering
2187 166 Street Surrey, BC V3Z 0W6 Canada

Order date: January 8, 2024
Payment method: VISA 4538*****0126
Name on card: Emily Fournier
Sold to: Emily Fournier
8861 Teslin Dr
Abbotsford, BC V2S 8C8
CANADA

Item	Quantity	Price	Total
Invoice Cash-096512: Renewal Fees - Emily Fournier	1	220.00	220.00
Invoice total			220.00
TRANSACTION GRAND TOTAL			220.00
Payment amount			220.00
Balance due			0.00

A confirmation is being sent to: emily@kuma-link.ca Send another copy to:

Thank you for your CSCE purchase

admin@csce.ca
Tr: Emily Fournier

Canadian Society for Civil Engineering
Société canadienne de génie civil

Dear Emily,
Thank you for your order. Your support of our organization is sincerely appreciated.
Please see the details of your order below.

Order Date: Jan 8, 2024 3:05 PM
Bill To: Emily Fournier
Order Total: 220.00
Payment Method: VISA 4538*****0126
Name on Card: Emily Fournier

Item	Price	Quantity	Total
Invoice Cash-096512: Renewal Fees - Emily Fournier	220.00	1	220.00
Item Total			0.00
Shipping			0.00
Handling			0.00

Congratulations, you have now signed into your new iMIS account and renewed your 2024 membership. You can explore the iMIS system or sign out (by clicking on your name on the right side of the top banner) but please come back often as we will be adding additional functionality on a weekly basis.

For assistance with help signing into iMIS, renewing your 2024 membership, please contact Lesia at admin@csce.ca or Bill at bill@csce.ca.

Don't forget to visit the 2024 Annual Conference at [Canadian Society for Civil Engineer Annual Conference | "CSCE Annual Conference" \(csce2024niagara.ca\)](https://www.csce.ca/2024-annual-conference)