



FEDERATION INTERNATIONALE DE L'ART PHOTOGRAPHIQUE

The International Federation of Photographic Art

Romain NERO EFIAP/g HonEFIAP
Director of Patronage Service
Member of FIAP Directorate
22, rue de Tétange
L-3672 Kayl
G.D. de Luxembourg
T. : +352 621 196 738
E-mail : romnero@pt.lu
Skvøe : neroromain

To all FIAP liaison officer, representative
of an Operational Member of FIAP

Subject: **www.myfiap.net : Register as Operational Member of FIAP**

Dear FIAP liaison officer, representative of an Operational Member of FIAP,

May I invite you to go to the following web address: www.myfiap.net
and register to the new FIAP platform.

Here are your credentials as **Operational Member** of FIAP:

Username:	xxxxxxx (has been sent to your e-mailaddress)
Password:	xxxxxxx (has been sent to your e-mailaddress)

Please check and/or update your personal information and upload pictures of yourself and the President of your association, along with its logo. **All this information is for internal FIAP use only.**

- Click on "**My account**" (left sidebar);
 - Click "**Edit**" (top right, under the "log out" button);
 - "**Account**" tab: allows you to modify your email and FIAP account password (your username cannot be modified);
 - "**Personal info**" tab: allows you to modify information regarding yourself and upload a picture of yourself;
 - "**Organization**" tab: allows you to modify information regarding your association and a logo of the association;
 - "**President**" tab: allows you to modify information regarding the president of your association and upload a picture of the president.
- On the top menu, you may access your shipping and billing details via the "**Address book**" tab:
- "**Billing information**" tab: allows you to modify the information which will be used for invoicing. Be advised that the billing address is the address where the annual membership fee should be sent.
 - "**Shipping information**" tab: allows you to modify the information which will be used for shipping other items or documents.

On the same platform, **Salon Organizers** will be able to register and to complete application forms for FIAP patronage. Via the platform you will then be informed about this request, which you will be able to accept, decline or to ask for modifications.

We will shortly supply you with a demonstration film, which I will ask you to send to all **Salon Organizers** of your country. Here the different steps to apply for FIAP patronage are shown.

Additionally the new FIAP platform will be used to manage your account in the FIAP database concerning invoicing of membership fees.

For your information: the system is currently running in a test phase.

Thank you for your cooperation.

Romain Nero
FIAP Patronage Service

Next subject to come: **www.myfiap.net : Info for Salon Organisers: How to apply for FIAP Patronage online**