

# MEMBERSHIP PORTAL GUIDE

**Designed by Pnuxel Consulting** 



#### **MEMBERSHIP PORTALS GUIDE**

#### 1. Membership Application

Membership application starts with registration. Click https://www.nsbce.org.ng/registration/ to follow the required steps.

## 2. How to choose your membership category and create your profile?

Before you choose your membership category, visit https://www.nsbce.org.ng/registration/ and pay attention to the steps involved.

Afterwards click https://www.nsbce.org.ng/membership-account/membership-levels/ to choose a membership category and to create your profile. You will get confirmatory mails after you have followed the steps.

#### 3. How to edit your profile?

Click "Profile Update" on the menu bar to update your profile. Update and save.

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#### 4. How to login

- 1. Visit the home page: https://www.nsbce.org.ng
- 2. Locate and Click "Portal Login" on the menu bar.
- 3. Supply your username and Password to gain access to your profile.
- 4. Explore the dashboard and all menus to update your information.

#### 5. Having Problem to Login? Reset Password

- 1. Click the link "Lost Password".
- 2. Supply your email address and click "reset Password".
- 3. Obtain the reset password from your registered e-mail address.
- 4. Return to Member Login Menu to continue.

## 6. Still having Problem Gaining Access to Your Profile?

Click https://www.nsbce.org.ng/contact-us/ for support.



#### 7. Here is a quick demonstration:



Membership Portal Guide Video: Click https://www.nsbce.org.ng/portal-

guide

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