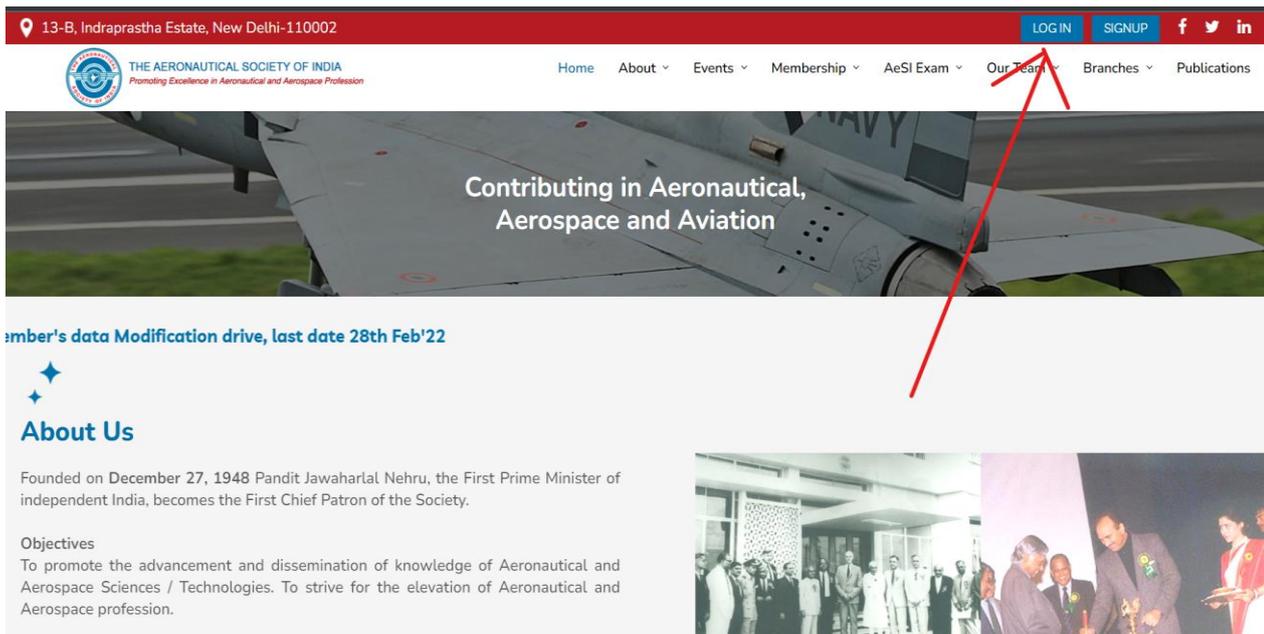


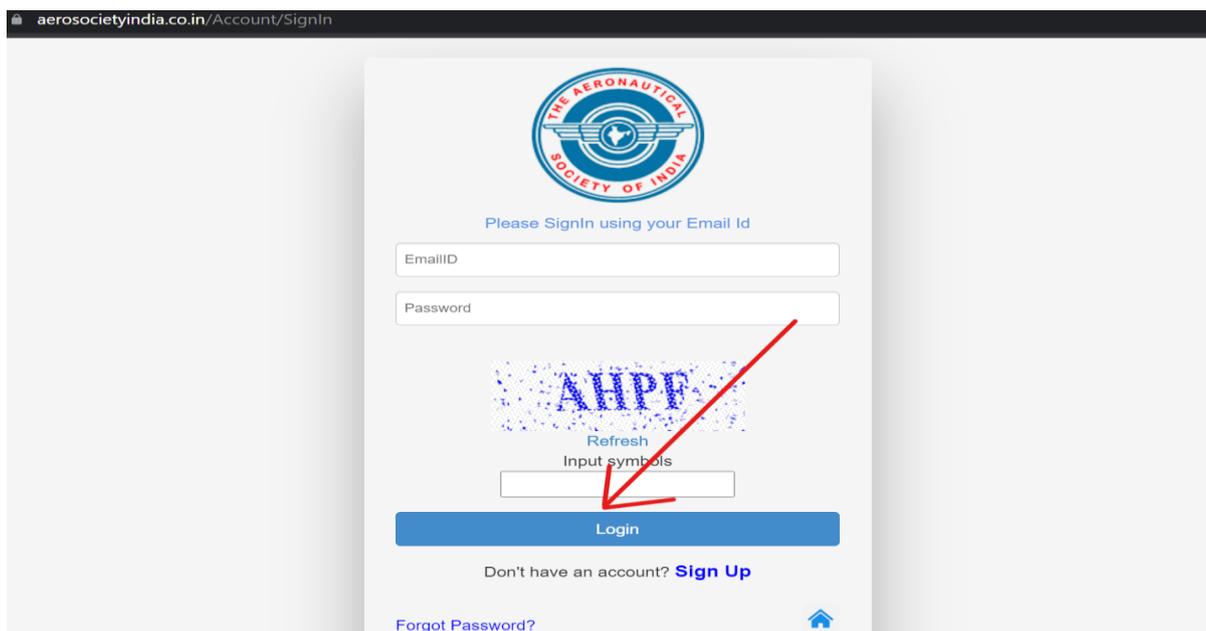
Procedure to update online AeSI Membership Profile

1. Open AeSI Official Website: <https://www.aerosocietyindia.co.in/> in your web browser.
2. After the website opens, click on **LOG IN** from horizontal navigation bar located at the top on the webpage.

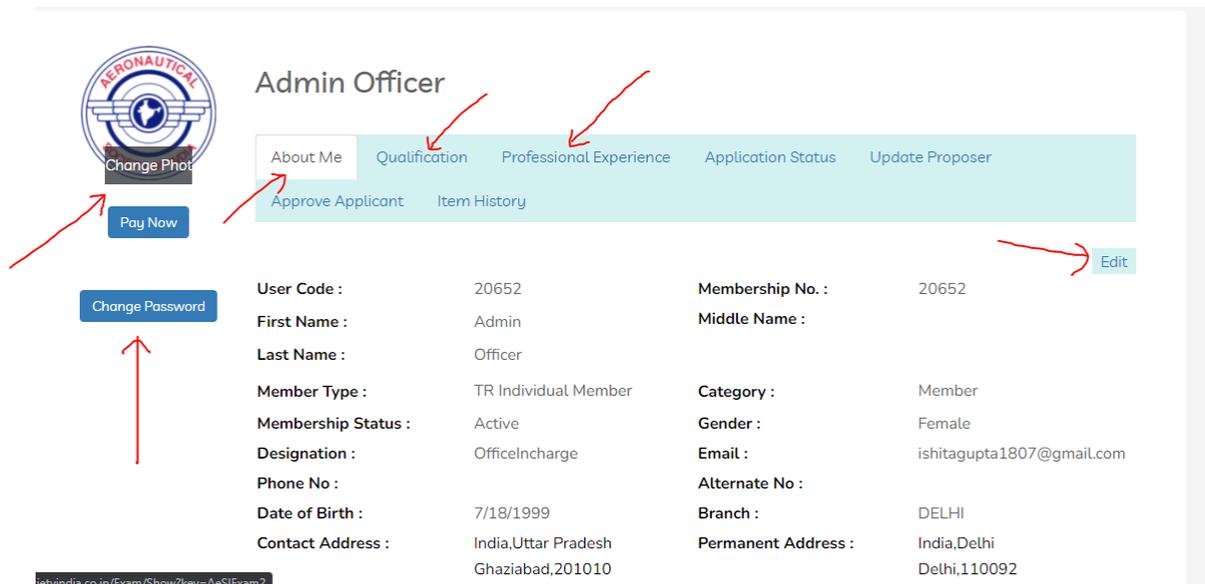
Note: For Login credentials (User ID and Password) kindly mail your Membership Number to aerosocdata@gmail.com



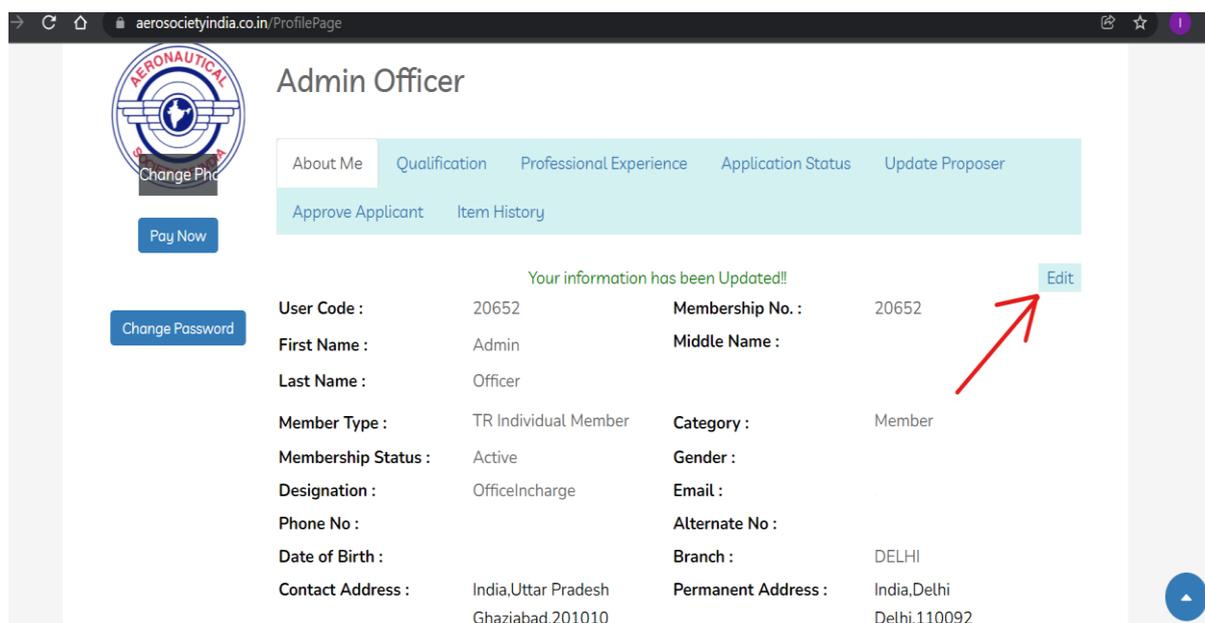
3. New webpage will appear with a login dialog box. The Applicant is required to enter his/her Email ID and Password and then click on **LOGIN** to open the existing Membership Account.



4. A new webpage will open with the Applicant's details. The Applicant can edit his/her details in **ABOUT ME**, **Change Photo**, add or edit his/her **Qualification** and **Professional Experience**, and **Change Password** by clicking on the options available on the Navigation Bar.



5. The Applicant can edit his/her Membership details in "About Me" by clicking on the **EDIT** box. After clicking on Edit Box, new webpage will open with the Applicant details. Applicant can edit or add his/her details by filling inside the boxes. After adding or editing the details, the Applicant is required to click on **SUBMIT** to save the details.



Edit Membership

Membership Number :	<input type="text" value="20652"/>	Member Status :	<input type="text" value="Active"/>
User Code :	<input type="text" value="20652"/>	Email:	<input type="text"/>
First Name:	<input type="text" value="Admin"/>	Middle Name :	<input type="text"/>
Last Name :	<input type="text" value="Officer"/>		
Member Type :	<input type="text" value="TR Individual Member"/>	Category :	<input type="text" value="Member"/>
Company :	<input type="text"/>	Designation :	<input type="text" value="OfficerIncharge"/>
Date of Birth :	<input type="text" value="18/07/1999"/>	Gender:	<input type="text" value="Female"/>
Phone No :	<input type="text"/>	Alternate No :	<input type="text"/>
Branch :	<input type="text" value="Delhi Branch"/>	Country:	<input type="text" value="India"/>
Contact Address :	<input type="text" value="Address Line 1"/>	State:	<input type="text" value="Uttar Pradesh"/>
	<input type="text" value="Address Line 2"/>	City :	<input type="text" value="Ghaziabad"/>
	<input type="text" value="Address Line 3"/>		

Branch :	<input type="text" value="Delhi Branch"/>	Country:	<input type="text" value="India"/>
Contact Address :	<input type="text" value="Address Line 1"/>	State:	<input type="text" value="Uttar Pradesh"/>
	<input type="text" value="Address Line 2"/>	City :	<input type="text" value="Ghaziabad"/>
	<input type="text" value="Address Line 3"/>	Postal Code:	<input type="text" value="201010"/>

Same as Contact Address

Permanent Address :	<input type="text" value="Address Line 1"/>	Country :	<input type="text" value="India"/>
	<input type="text" value="Address Line 2"/>	State :	<input type="text" value="Delhi"/>
	<input type="text" value="Address Line 3"/>	City :	<input type="text" value="Delhi"/>
		Postal Code :	<input type="text" value="110092"/>

6. After editing the Qualification details, the Applicant is required to click on **SAVE CHANGES**.

The screenshot shows the 'Admin Officer' profile page. The 'Qualification' tab is selected in the navigation bar. A red arrow points to the 'Save changes' button at the bottom right of the page.

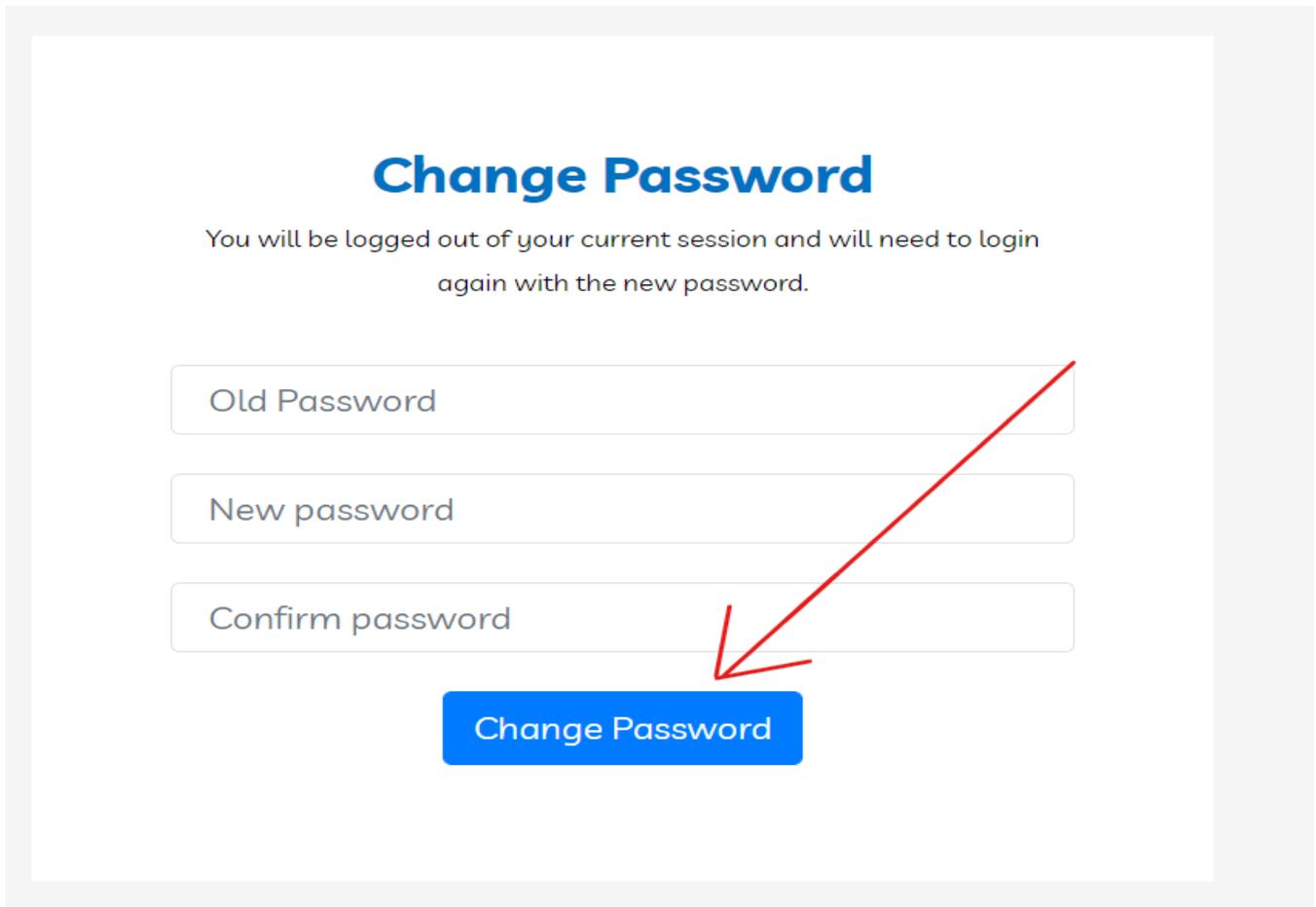
#	
1	...

7. Similarly, after editing the Professional Experience details, the Applicant is required to click on **SAVE CHANGES**.

The screenshot shows the 'Admin Officer' profile page with the 'Professional Experience' tab selected. A red arrow points to the 'Save changes' button at the bottom right. A note is visible: **Note: * Job Description should not be less than 50 characters**.

#	Organization	From	To	Designat...	
1	AeSI	9/6/2021	9/6/2023	Admin Officer	...

8. If the Applicant wants to change Password, then he/she is required to click on **CHANGE PASSWORD** after entering old, new and confirm password to update his/her new password.



Change Password

You will be logged out of your current session and will need to login again with the new password.

Old Password

New password

Confirm password

Change Password

A red arrow points from the top right of the form area down to the 'Change Password' button.