## **Procedure to update online AeSI Membership Profile**

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

<u>Note</u>: 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.

aerosocietyindia.co.in/Account/SignIn		
	REBONAUTOF	
	Please SignIn using your Email Id	
	EmailID	
	Password	
	Refresh Input symbols Login	
	Don't have an account? Sign Up	
	Forgot Password?	*

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.

<b>HOMATRON</b>	Admin Officer			
Change Phot	About Me Qualificatio	on Professional Experience	Application Status	Update Proposer
Pau Now	Approve Applicant Ite	m History		
rug Now				Edit
Characa Deserveral	User Code :	20652	Membership No. :	20652
Change Password	First Name :	Admin	Middle Name :	
$\uparrow$	Last Name :	Officer		
	Member Type :	TR Individual Member	Category :	Member
	Membership Status :	Active	Gender :	Female
	Designation :	OfficeIncharge	Email :	ishitagupta1807@gmail.com
	Phone No :		Alternate No :	
	Date of Birth :	7/18/1999	Branch :	DELHI
	Contact Address :	India,Uttar Pradesh	Permanent Address :	India, Delhi
		Ghaziabad,201010		Delhi,110092

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.

$\rightarrow$ G		/ProfilePage				₿ ☆ 🕕 :
	FRONAUTICY T	Admin Office	r			
	change Phc	About Me Qualifica	tion Professional Experie	ence Application Status	Update Proposer	
	Pay Now	Approve Applicant	Item History			
			Your information h	as been Updated!!	Edit	
		User Code :	20652	Membership No. :	20652	
	Change Password	First Name :	Admin	Middle Name :		
		Last Name :	Officer			
		Member Type :	TR Individual Member	Category :	Member	
		Membership Status :	Active	Gender :		
		Designation :	OfficeIncharge	Email :		
		Phone No :		Alternate No :		
		Date of Birth :		Branch :	DELHI	
		Contact Address :	India,Uttar Pradesh	Permanent Address :	India,Delhi	
			Ghaziabad,201010		Delhi,110092	

	Ed	it Membership			
Membership Number :	20652	Member Status :	Active		
User Code :	20652	Email:			
First Name:	Admin	Middle Name :			
Last Name :	Officer				
Member Type :	TR Individual Member	Category :	Member		
Company :		Designation :	OfficeIncharge	•	
Date of Birth :	18/07/1999 💌	Gender:	Female	-	
Phone No :		Alternate No :			
Branch :	Delhi Branch 💌				
Contact Address :	Address Line 1	Country:	India	•	
	Address Line 2	State:	Uttar Pradesh	Ŧ	
	Address Line 3	City :	Ghaziabad	*	
nch :	Delhi Branch 💌				
tact Address :	Address Line 1	Country:	India	•	
	Address Line 2	State:	Uttar Pradesh	•	
	Address Line 3	City :	Ghaziabad	-	
		Postal Code:	201010		
	Same as Contact Address				
rmanent Address :	Address Line 1	Country :	India	•	
	Address Line 2	State :	Delhi	•	
	Address Line 3	City :	Delhi	•	
		Postal Code :	110092		

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

PERONAUTICEPT	Admin	Officer			
Change Phc	About Me	Qualification	Professional Experience	Application Status	Update Proposer
	Approve App	olicant 🔨 Item H	listory		
Pay Now	+				
Change Password	#				
	1			•••	
				-	Save changes Cancel changes

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

Abou	t Me Qualification	Professional Experience	Application Status	Update Proposer	
Appro	ove Applicant Item	n History			
		$\backslash$			
		Note:* Job Description should no	t be less than 50 characters		
_					
+					
#	Organization	From	То	Designat	
<b>#</b>	Organization AeSI	<b>From</b> 9/6/2021	<b>To</b> 9/6/2023	Designat 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.

You will be logged out agai	of your current session and will need to n with the new password.	login
Old Password		
New password		
Confirm passwor	d	
C	Change Password	