



Step-by-Step Guide to Renew Your HKIHRM Membership



1. Click “Login / Register” and Login to Your Account

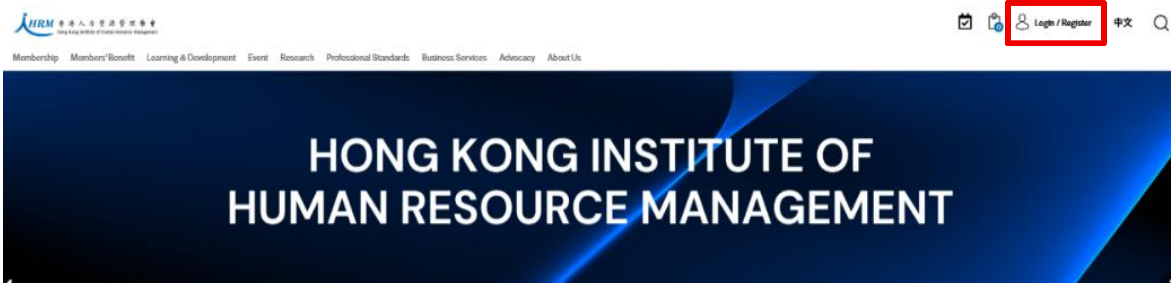
Registered Email:

- **Individual Members:** Use your personal email address.
- **Corporate Members:** Use the company representative’s email address.

Password Requirements: Minimum of 8 characters, including a mix of uppercase and lowercase letters, numbers, and special symbols.

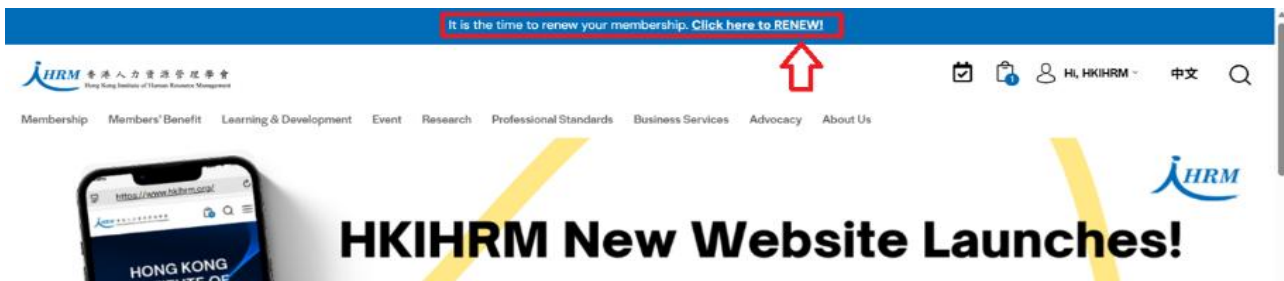
If you have not yet created an online account, please refer to the “Step-by-Step Guide to Creating Your HKIHRM Member Login” or reset your password here.

Reset Password Link: <https://hkihrm.org/my-account/forgot-password/>



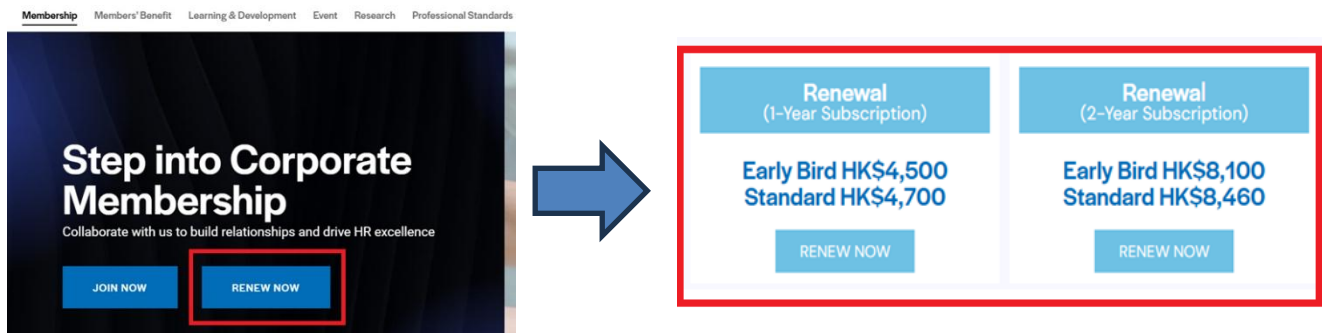
2. Click the Renewal Notification Button

If your membership is due for renewal, a notification will appear at the top of your account screen.



3. Select Your Subscription Plan

Click “Renew Now” and select your preferred renewal subscription plan (1-Year or 2-Year).





4. Complete the order in Check Out Page

Your contact details will be pre-filled. Please verify that the payment amount is correct, then select your preferred payment method.

Contact Details

First Name * [Pre-filled] Last Name * [Pre-filled]

Phone * [Pre-filled]

Email Address * [Pre-filled]

Renew Corporate Membership (2-year Subscription) × 1	\$8,100
Subtotal	\$8,100
Total	\$8,100

Payment

Offline Payment
Pay with offline payment

Visa / Master / JCB

Google Pay (CyberSource)

支付宝 / AlipayHK / WeChat Pay

PLACE ORDER

Tip: We highly recommend choosing a **2-year subscription** to enjoy a **10% discount**.

- Offline Payment:** If you select offline payment, an invoice will be sent to your email. Please send your payment proof to order@hkihrm.org.
- Online Payment:** You will be redirected to the payment gateway. You can enter your credit card details or scan the **Alipay** or **WeChat Pay** QR code to complete the transaction.

5. Check Your Membership Status, E-Vouchers, E-Membership Card and Receipt

Once your renewal payment is processed, you will receive a confirmation email containing your receipt and updated e-membership card. You can log in to your HKIHRM account at any time to:

- Check your Membership Status and E-Vouchers
- View or download your E-Membership Card / Certificate and Receipt



- Account Details
- E-membership Card & Certificate**
- Orders
- E-vouchers**
- Downloads
- Password Change
- Membership History

E-Membership Card

Name of Member: []

Type of Membership: Corporate Member

Membership Number: []

Validity (DD/MM/YY): []

DOWNLOAD

If you have any questions, please contact our Member Services Team at 2837 3814 / 2837 3813 or membership@hkihrm.org