

## Corporate Membership Online Application Form Instructions

As you are linked to the CVQO you are entitled too discounted membership of the ILM.

The cost for joining the ILM via the online Corporate Membership scheme is £75 by direct debit or £85 by credit card. This is a saving of £60 if you were to join without the discounted corporate rate.

### **How to join online**

Firstly please request your promotional code from [avq@cvqo.org](mailto:avq@cvqo.org) . You will need this before you start filling in the online application form.

The direct application page is <https://www.i-l-m.com/join-ilm.aspx>

This page will provide you with full information on the benefits available and which grade you would be eligible for.

Once you are ready to join please select the 'Join Online and Save £25'. Please note that you will be saving considerably more than this by entering the promotional code.

Complete all the personal details requested (those with a star are compulsory fields)

Under the Password and Payment section please enter the promotional code and select submit. Do ensure you press the submit button as this will validate the code and ensure you receive the discounted membership.

Next enter a password of your creation. This can be any length and any combination of letters and/or numbers.

Select the payment option you wish to use and then select proceed to payment.

This is a secure externally hosted web page which will allow you to enter either card or direct debit payments.

Once you have completed the payment you will then be sent a confirmation email to the email address that you entered on the application form. This will provide you with your membership number which will also be your User Id on the ILM website.

## **How to obtain your Membership grade**

Once you have received your membership number you will then need to login into the ILM member's only area.

You can do this by selecting login from the top right hand corner on the ILM home page [www.i-l-m.com](http://www.i-l-m.com) .

Once logged in please select 'Upgrade your Membership' from the drop down box on the left hand side.

You will then need to complete the 3 page update page. Most of the information will already be there from the initial application form. The specific information we will need to upgrade your membership will be the length of time you have held a management/team leader position and the details of any qualifications completed.

If you are not a member of a professional body please ensure you write 'none' in the field and select add to enable completion of the form.