



INFO 118 / 2019 E

FIAP life card orders

All FIAP Life card orders are to be processed through the myfiap.net platform (www.myfiap.net)

All FIAP photographers are required to create a single free personal profile on the myfiap.net platform.

Note that this procedure is limited to one account per user and per email. Users such as SOs or OMs who already have an account on the myfiap.net platform and wish to create an FP account must use an alternate email address for the new FP account for security reasons.

Procedure:

- Photographers may access the profile creation page here: <https://www.myfiap.net/user/register/fp>
- The creation of the profile is straightforward, and a tutorial video provided on top of the profile creation page (<https://youtu.be/imghsDi8UiQ>)
- The provided information will remain confidential and limited to FIAP use only, amongst others for the card generation and shipping
- Along with personal information, photographers also need to upload a recent high resolution portrait picture of themselves, to be used for FIAP life cards

IMPORTANT: when creating their profile, photographers must indicate their current distinction(s):

- If they are new photographers and/or don't have a distinction yet, they leave this part blank.
- If they already have distinctions, they enter them in their profile. Note that if they are in the process of applying for a new distinction, they must still enter their actual distinction(s) in their profile, before the upgrade.
- Exception: New users who wish to obtain a first card, and are also applying for AFIAP -> in this case, they should enter AFIAP in their profile, and their Liaison officer must notify the FIAP distinction service (email to dist@myfiap.net) of these specific cases.

After submitting their profile on myfiap.net:

- Photographers WITHOUT distinctions will be notified by email (check spam filter) that their account is active, they will also obtain their username (FP-XXXXXXX) required for login, and will be prompted to set their password.

They may then login at any time with the provided username (FP-XXXXXXX) and personal password on the myfiap.net login page (www.myfiap.net) and order a FIAP life card online. Online payment, card production and shipping will be processed via the myfiap.net platform.

- Photographers WITH distinctions will be notified by email (check spam filter) that their account is pending approval. After validation by the FIAP distinction service, they will be notified that the account is active, obtain their username and set their password.

They may then login at any time with the provided username (FP-XXXXXXX) and personal password on the myfiap.net login page (www.myfiap.net) and order a FIAP life card with their actual distinction online. Online payment, card production and shipping will be processed via the myfiap.net platform.

FIAP life cards orders with updated distinctions:

A tutorial video explaining the procedure is available to all Liaison Officers here: <https://youtu.be/Sh3ZgASQMIA>

Photographers applying for a distinctions update through their local Liaison Officer will also create their personal profile online if they don't already have one, with their actual distinction(s) before the update (exception: AFIAP, see above)

After activation of their account, they will be able to order a FIAP life card with their actual distinction (before update) right away, or WAIT for their application to be approved and order a card with the new distinction. In this case:

- Once their new distinction has been granted by their Liaison Officer and the FIAP distinction service, the latter will update their profile with the new distinction
- The photographers may then login and order their updated FIAP life card
- Once the Liaison Officer has approved the order online (after receiving payment from the photographer) and paid/sent in the grouped order for updated FIAP life cards, the cards will be produced
- After production, the card batch will be shipped to the Liaison Officer for individual distribution to the photographers

Please find the video tutorials to the now finalized FIAP cards – updated card order

For photographers: <https://youtu.be/imghsDi8UiQ>

For Liaison Officers: <https://youtu.be/Sh3ZgASQMIA>