



Quick Member Info

Affiliate Email

What is an Affiliate email account?

An affiliate email account is an email account set up by P&C Federation for our P&C Association members.

Benefits of having an Affiliate email account

- Designated email account for your P&C
- Consistent email account for correspondence
- No more personally setup email accounts by office bearers
- A place to store all communication
- Create Sub- Folders to file important P&C documents e.g. Incorporation Certificate, Certificate of Currency, Audit reports etc.
- Enables easier handover from Office Bearers of Corporate information.
- P&C Federation can retrieve email account and change password if password if lost.
- A change of password can be requested when new Office Bearers take office.
- Enables annual reminders to be setup in the calendar e.g. Audit due, AGM, Member register update following AGM, Insurance etc.

How to have an Affiliate email account setup

- Office Bearer (President, Secretary or Treasurer) to email mail@pandc.org.au requesting an affiliate email to be set up, provide name, contact email, school name and contact phone number.
- On validation of Officer details the request can be processed – this is via checking that a member register has been received for the current year.
- Request is then set in place to have your affiliate email account to be setup an enabled.

If you require further information or clarification contact P&C Federation's Member Services Team mail@pandc.org.au or 1300 885 982

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