



Associate membership

How to join

You will need to have a valid member number and password to enter the HIA Awards. Follow the steps below to join:

1. Go to hia.com.au/Membership/joinHIA.aspx, click on the [Apply online](#) link and enter your email address to receive a verification email

HIA Home Page → Member application Share 9

HIA membership application

1 Login details 2 Membership type

Login details

Enter your email address then simply follow the prompts to set up your member account.

Email:

[Continue](#)

2. Click on the 'Continue' button to start the membership join process then add in your email address and password

Note: You will need to use this email address and password each time you login to hia.com.au and for online award entries.

HIA membership application

1 Login details

2 Membership type

Login details

Enter your email address then simply follow the prompts to set up your member account.

Email:	<input type="text" value="j.smith@email.com.au"/>
Password:	<input type="password" value="••••••"/>
Confirm Password:	<input type="password" value="••••••"/>
Minimum 6 characters, maximum 20 characters, case sensitive	
<input type="button" value="Continue"/>	

3. Choose the membership type for co-owner, employee of an HIA member or a family member of an HIA member then click on 'Continue' button

<input checked="" type="radio"/> Co-owner of an HIA member business	A partner or director of an HIA member's business.
<input type="radio"/> Employee of an HIA member	
<input type="radio"/> Family member of an HIA member	
<input type="radio"/> HIA employee	
<input type="radio"/> Family member of an HIA employee	
<input type="radio"/> HIA Insurance Services employee	
<input type="radio"/> Family member of a HIA Insurance Services employee	
<input type="radio"/> Student	

Co-owner of an HIA member business information

Associate Kit ?
If you would like access to additional HIA products and services, please tick here.

Would you like to join HIA Business Partner Network? ?

4. Click on 'Continue to Checkout' button and type in your personal details. Once you have filled in all the fields, click on 'Continue'

Personal details

* denotes mandatory field

Personal details		Billing address	
Title *	<input type="text" value="Mr"/>	Trading/Business name	<input type="text"/>
First name *	<input type="text" value="John"/>	Company name *	<input type="text" value="Smith & Sons"/>
Middle name	<input type="text"/>	Address *	<input type="text" value="405 Smith St"/>
Last name *	<input type="text" value="Smith"/>	Suburb *	<input type="text" value="North Ryde"/>
DOB *	<input type="text" value="9"/> <input type="text" value="6"/> <input type="text" value="1952"/>	State *	<input type="text" value="NSW"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Postcode *	<input type="text" value="2113"/>
Phone *	<input type="text" value="8878 8888"/>		
Mobile *	<input type="text" value="0410234568"/>		
Fax	<input type="text"/>		
Email *	<input type="text" value="l.heshire@bigplans.com.au"/>		
Website	<input type="text"/>		
Position in business /Job title:	<input type="text" value="Co-owner"/>		

Additional details

Keep/save my details

Set up password:

Confirm password:

Minimum 6 characters, maximum 20 characters, case sensitive

By clicking on 'Continue' you have agreed to HIA's [Term & Conditions](#)

5. Type in the primary member ID number and email address, and fill in all of the mandatory fields. Click on 'Continue'



Associate membership details

Primary membership ID: *

Please provide the details of the primary member

Primary membership email: *

Membership details

* denotes a mandatory field.

Your business

Trading name	<input type="text"/>
Type of business	Company <input type="button" value="v"/>
ABN **	12345689 <input style="float: right;" type="button" value="?"/>
ACN	<input type="text"/>

**Either ABN or ACN must be entered

Referred by	<input checked="" type="radio"/> HIA Member <input type="radio"/> Staff
Name	Joe Smith <input type="text"/>
Contact No	8878 9111 <input type="text"/>

Registered company details

Company name:	Smith & Sons <input type="text"/>
Street address: *	405 Smith St <input type="text"/> <small>This must be your street address, PO Box is not accepted.</small>
Suburb: *	North Ryde <input type="text"/>
State: *	NSW <input type="button" value="v"/>
Postcode:*	2113 <input type="text"/>

Trade Licence or Registration

Click 'Add' if you have trade licence or registration.

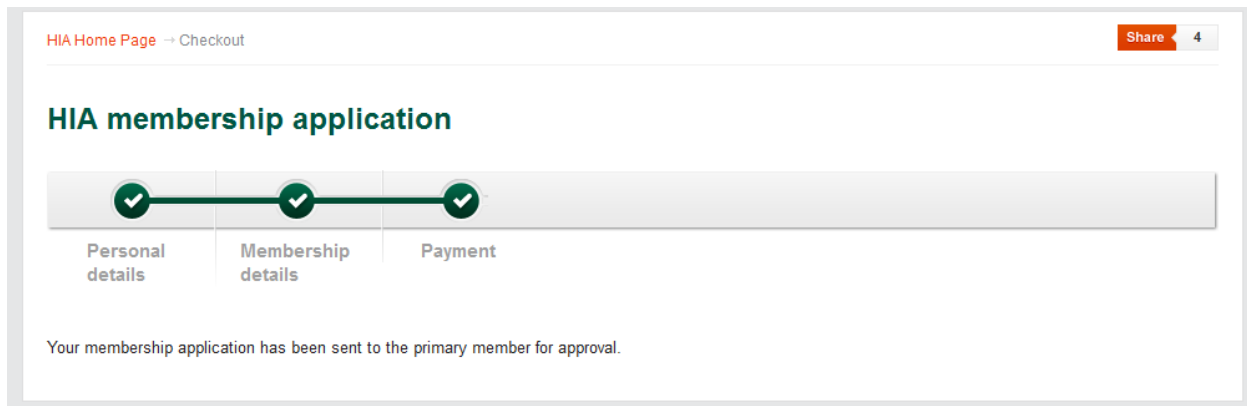
Reason for joining *

Nature of business or type of work

Please select all applicable

- | | | |
|---|--|--|
| <input type="checkbox"/> Airconditioning Contractor | <input type="checkbox"/> Architect | <input type="checkbox"/> Asbestos Remover |
| <input type="checkbox"/> Asphaltting | <input type="checkbox"/> Balustrading | <input type="checkbox"/> Bathroom Designer |
| <input type="checkbox"/> Bathroom Installer | <input type="checkbox"/> Bobcat Contractor | <input type="checkbox"/> Brickcleaner |
| <input type="checkbox"/> Bricklayer | <input type="checkbox"/> Building Certifier/Home Building Consultant | <input type="checkbox"/> Building Designer |
| <input type="checkbox"/> Builder | <input type="checkbox"/> Building Inspector | <input type="checkbox"/> Buyer's Advocate |
| <input type="checkbox"/> Cabinetmaker/Joiner | <input type="checkbox"/> Carpenter | <input type="checkbox"/> Carpet Layer |
| <input type="checkbox"/> Cement Renderer | <input type="checkbox"/> Ceramic Tiler | <input type="checkbox"/> Chimney Sweep |

6. The below message will appear on the screen



The screenshot shows a web browser window with the address bar displaying "HIA Home Page → Checkout" and a "Share 4" button. The main heading is "HIA membership application". Below the heading is a progress bar with three steps: "Personal details", "Membership details", and "Payment". Each step has a green checkmark icon above it, indicating completion. Below the progress bar, a message states: "Your membership application has been sent to the primary member for approval."

7. The primary member will receive a confirmation email asking if they approve the co-owner, employee or family to join HIA



New associate membership approval request

John Smith, with the email address l.cheshire@bigplans.com.au would like to become a member of HIA.

Please select one of the below buttons to confirm John Smith is your associate. This will allow them to continue with their HIA membership application.

Approve Application

Decline Application

8. You will then receive an email stating whether or not you have been approved for joining HIA

9. Once you have joined HIA you will receive further information about the benefits of being an HIA member and you will be able to enter the online awards.