



How to renew Full-time associate dentists

Let us know what your plans for year two are by logging in to the **MyMPS membership portal** and entering your details.

If you don't have an account, it's simple to set one up, just register using your membership number and follow the instructions. You can find your membership number in the top left corner of the email we recently sent you.

Once you've logged in follow these steps:

1. When you log into MyMPS you will see a summary of your membership details.
2. Click **View renewal** to see the details of your types of work for Year 2. We have pre-populated this to reflect the typical types of work a Year 2 full-time associate dentist may undertake. All additional types of work, such as aesthetic dentistry and surgical procedures, will be set to 0 hours. You can log in at any time during the year if you need to update these. Don't worry too much about your projected income and weekly hours – it's an estimation only.
3. If the pre-populated information accurately reflects your Year 2 plans, simply click **Yes** at the bottom to confirm the information is correct.

If you need to update any of the pre-populated information, click **No**, then:

- a. Once you have answered the questions, click **Yes** to confirm you are happy for us to make these changes effective from your next renewal date.
 - b. Next to the field that shows 'General and Specialist Dentistry', click **Edit**, enter your details and click **Continue**.
4. Review your information and continue onto the quote page. If you didn't add any additional activities (such as aesthetic dentistry) your quote will be approximately £190. Finally, click to **Accept changes**.
 5. You will then see your Direct Debit instalments for the year ahead. If you don't already have a Direct Debit payment arrangement in place, you will be prompted to set one up.