IPMA NIGERIA — PMDAN

Membership Registration and Payment Instructions

pmdan.org/membership/apply

This guide walks you step by step through submitting a PMDAN membership application and paying the membership fee via the /membership/apply page. The form consists of 4 steps: Choose Plan, Your Details, Upload Receipt, and Confirmation.

Step 1. Choosing a Membership Plan (Choose Plan)

Open https://pmdan.org/membership/apply. Select a membership type by clicking on the corresponding card:

- Student Member — ~~₦5,000~~ / year — for undergraduate students
- Full Member — ~~₦30,000~~ / ~~€30~~ per year — for professionals in Nigeria or abroad
- Corporate Member — ~~₦50,000~~ / year — for organisations building PM capability at scale

Fig. 1 — Step 1: choosing a membership plan and the What Happens Next overview

> ℹ *On the right-hand side of the page, the What Happens Next block with 5 process steps and the Track Your Application block (where you can check your application status using a tracking token) are always visible.*

Step 2. Personal Information

Fill in all fields in this section:

- Title — Mr./Mrs./Ms./Dr./Prof.
- First Name, Last Name
- Other Names (if any)
- Date of Birth
- Email, Phone
- Preferred Messenger — optional; choose WhatsApp, Telegram, Viber, etc. for faster communication
- Address Type — Business or Residential
- Street Address / PO Box

- Town / City, State — select your state from the dropdown list
- Organisation, Employer Address
- Industry — select an industry from the dropdown list (required field)
- Job Title, Years of Experience
- Professional Summary — a brief description of your background and goals

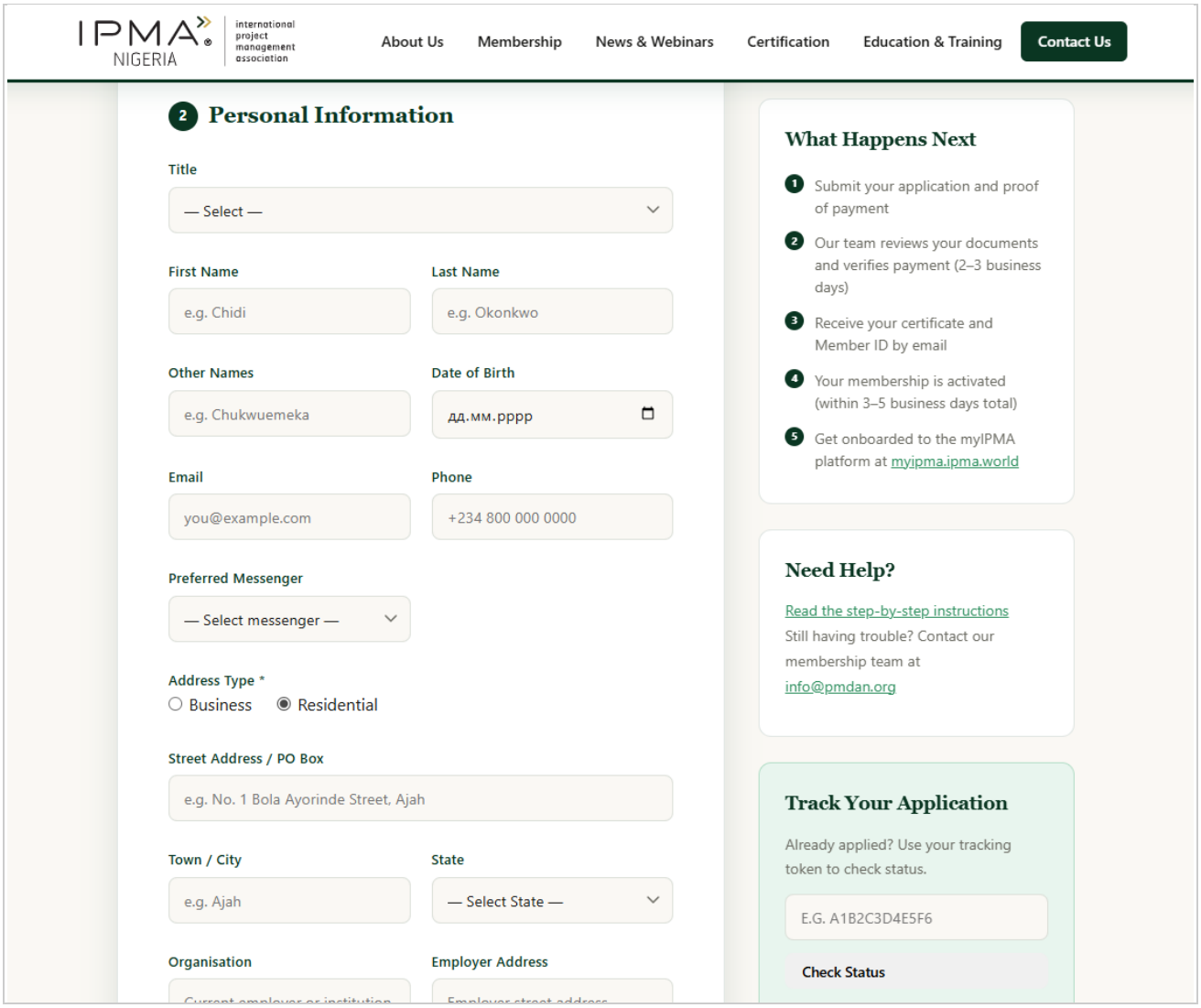

Fig. 2 — Step 2: personal information fields

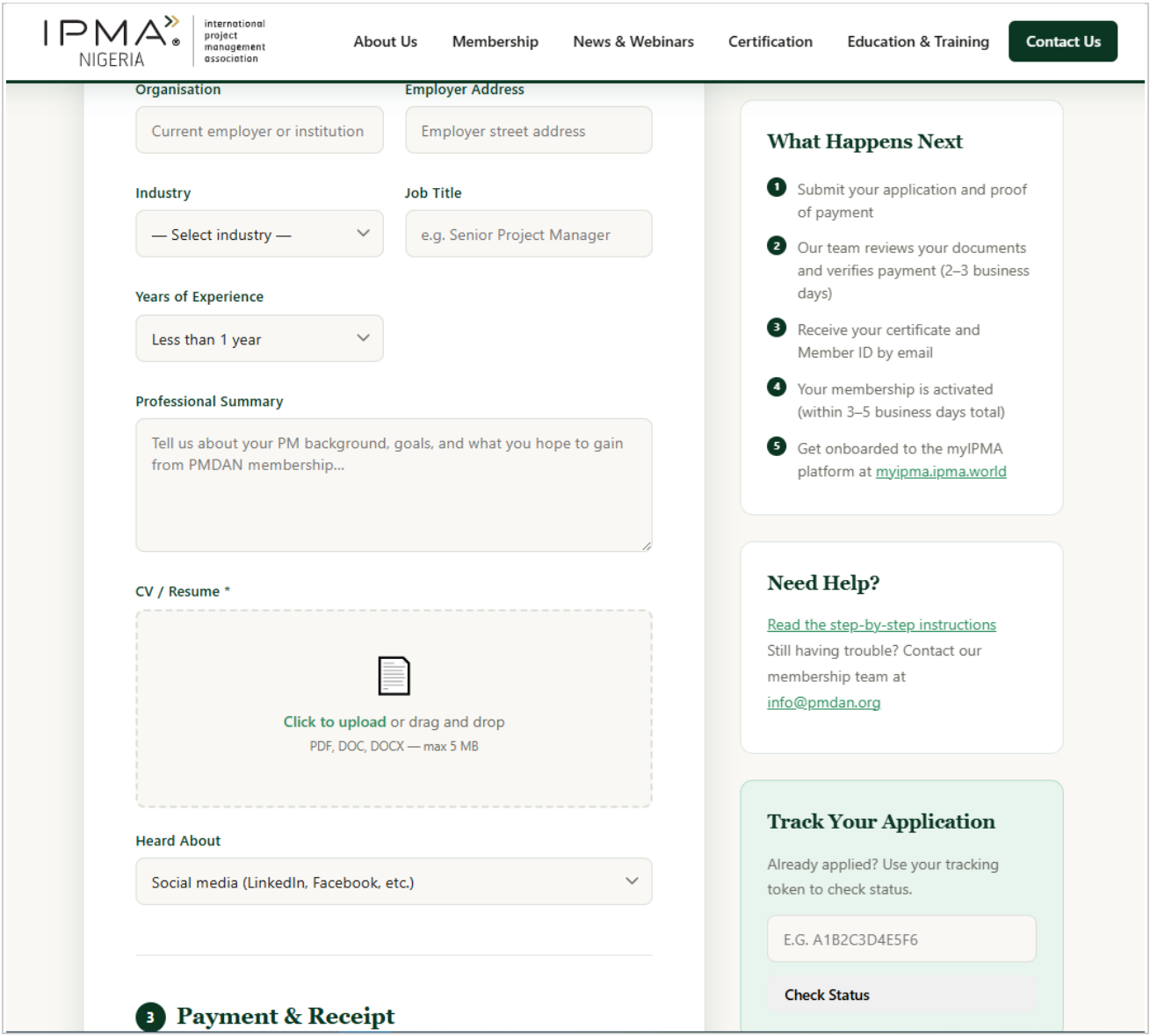

Fig. 3 — Step 2 (continued): Professional Summary and CV upload

Step 3. Uploading Your CV / Resume

Below the Professional Summary field is the CV upload block. Click Click to upload or drag and drop your file into the upload area.

- Formats: PDF, DOC, DOCX
- Maximum size: 5 MB

> ℹ *The CV / Resume field is marked with an asterisk (*) and is required for all membership types and payment methods — the form cannot be submitted without it.*
>
> ℹ *After uploading your CV, the Heard About dropdown (how you learned about PMDAN) appears — it is now the last field of the Personal Information section.*

Step 4. Payment & Receipt

Choose one of the two payment methods.

Option A — Pay Online (recommended)

Pay by card, bank transfer, or USSD via GlobalPay (Zenith Bank). After clicking Submit Application, you will be automatically redirected to the secure GlobalPay checkout page.

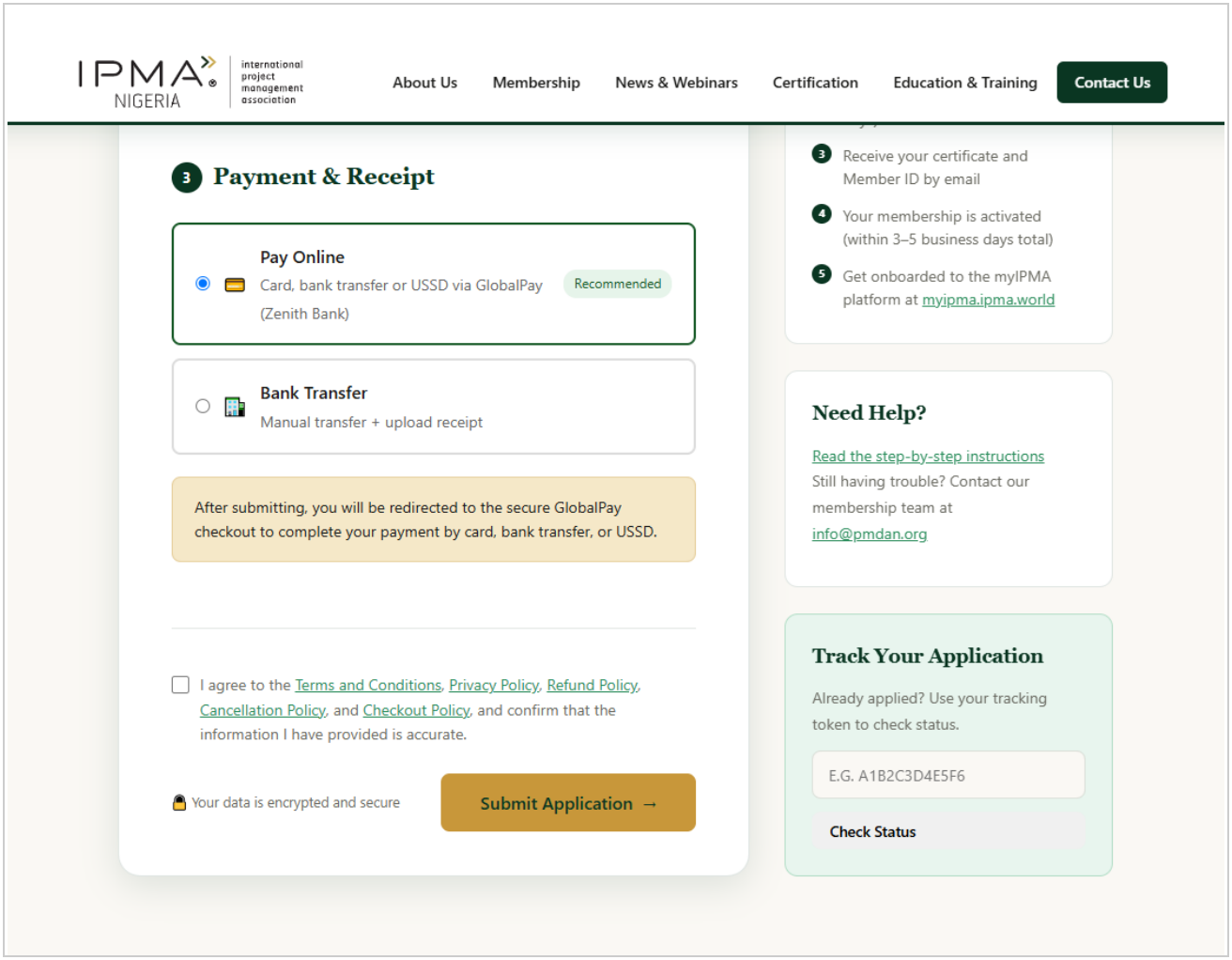

Fig. 4 — Step 4: the Pay Online payment method

> ℹ *Once the payment on GlobalPay is completed, the system will automatically confirm the payment and return you to the application confirmation page.*

> ℹ *Currently, online payment accepts Mastercard cards only. Visa cards are not supported at the moment. If you only have a Visa card, please use Option B (Bank Transfer).*

Option B — Bank Transfer (manual transfer)

For the Student Member and Corporate Member plans, selecting Bank Transfer shows only the Nigerian Naira (₦ NGN) account details — there is no currency switch.

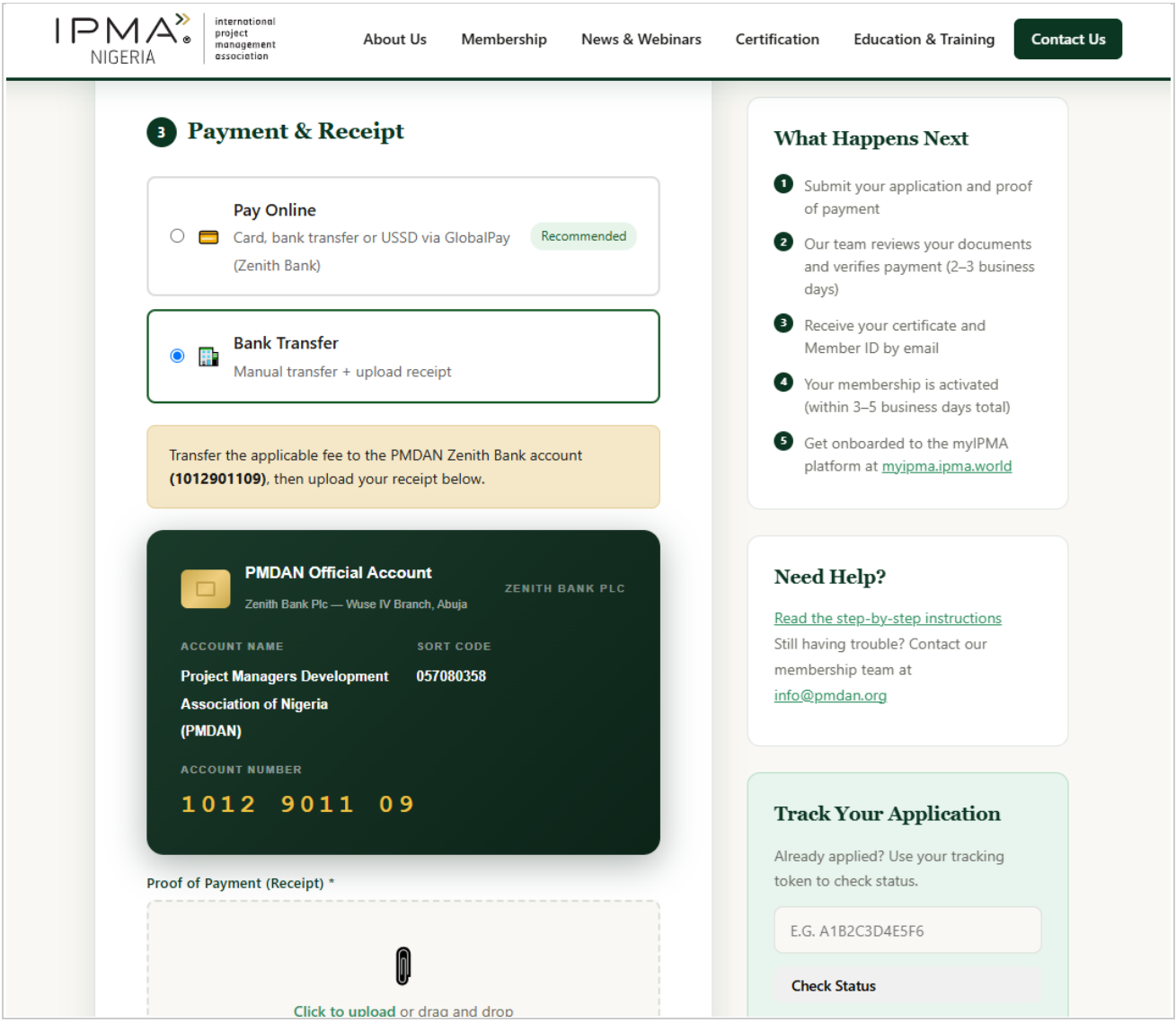

Fig. 5 — Bank Transfer: account details in Nigerian Naira (₦ NGN)

Naira (₦ NGN) transfer details:

- Account name: Project Managers Development Association of Nigeria (PMDAN)
- Bank: Zenith Bank Plc, Wuse IV Branch, Abuja
- Sort Code: 057080358

> ℹ *The NGN/EUR currency switch is available only for the Full Member plan, since this is the only plan that offers payment in euros (€30/year) for members abroad.*

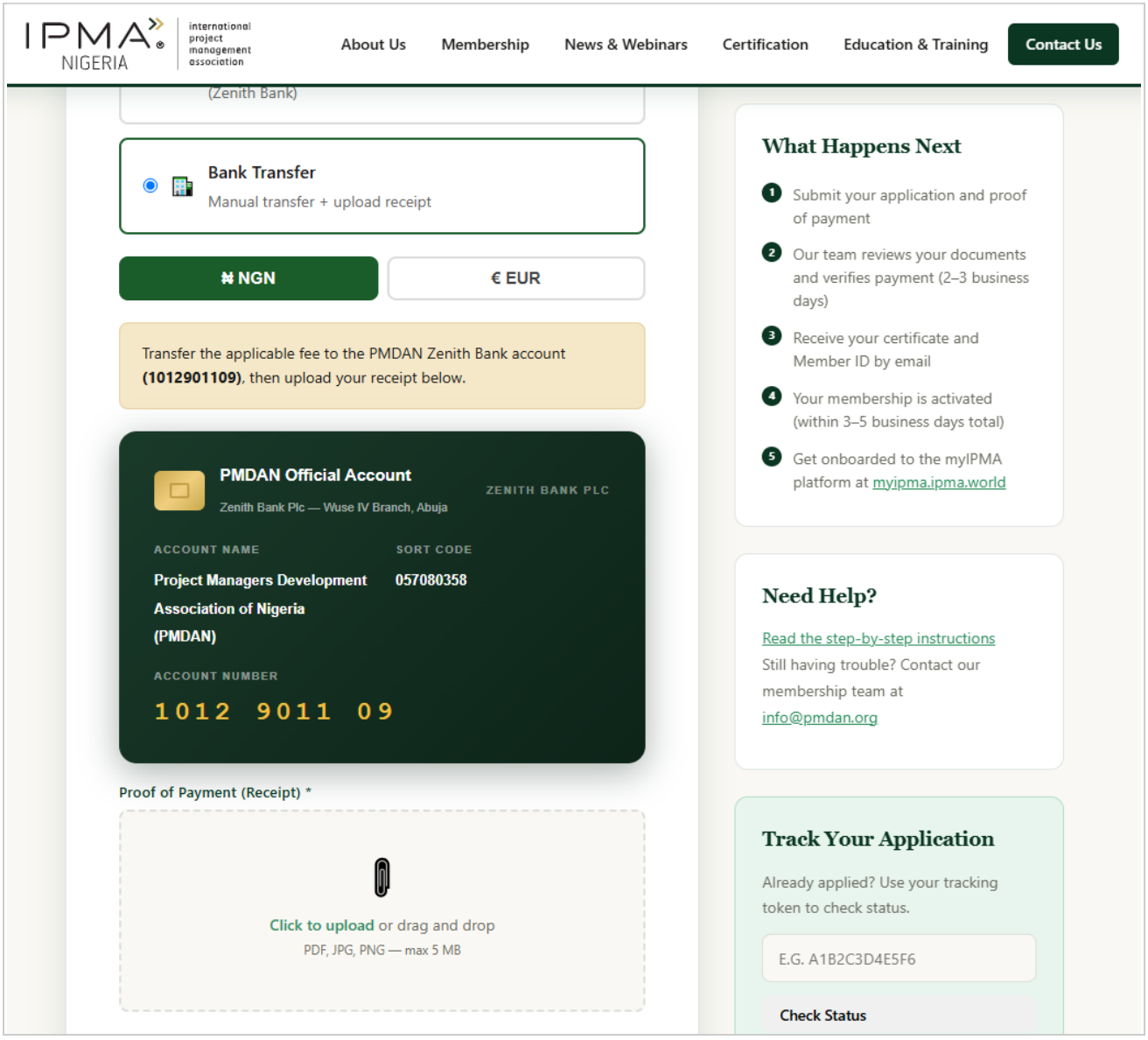

Fig. 6 — NGN/EUR currency switch (shown only for the Full Member plan)

If you are paying in euros under the Full Member plan, click the EUR switch — the details will change to the international account:

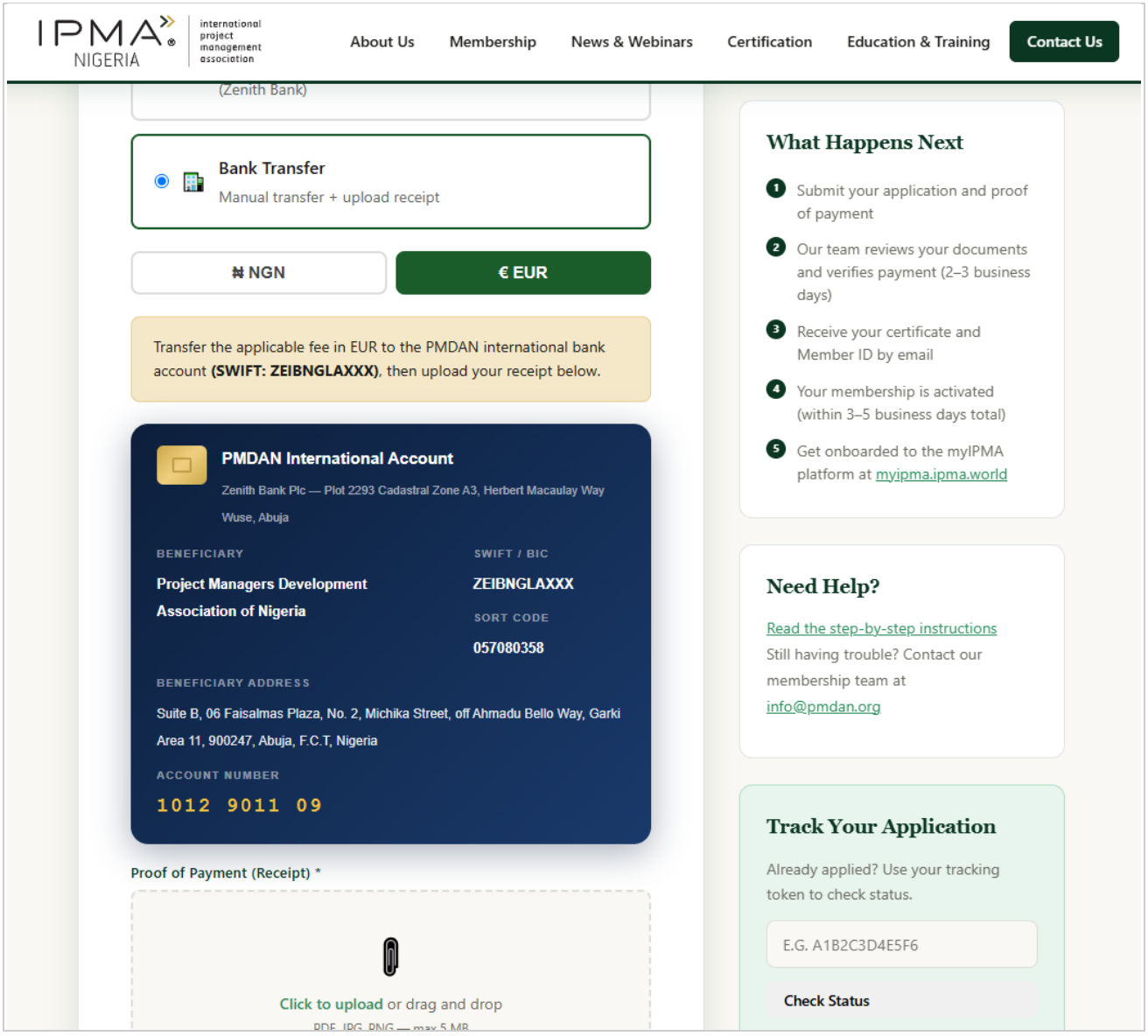

Fig. 7 — Bank Transfer: international account details in euros (EUR)

- Beneficiary: Project Managers Development Association of Nigeria
- SWIFT/BIC: ZEIBNGLAXXX
- Sort Code: 057080358
- Beneficiary address: Suite B, 06 Faisalmas Plaza, No. 2, Michika Street, off Ahmadu Bello Way, Garki Area 11, 900247, Abuja, F.C.T, Nigeria

Make the transfer to the account details for your chosen currency, then upload your Proof of Payment in the block below: PDF, JPG, or PNG, up to 5 MB.

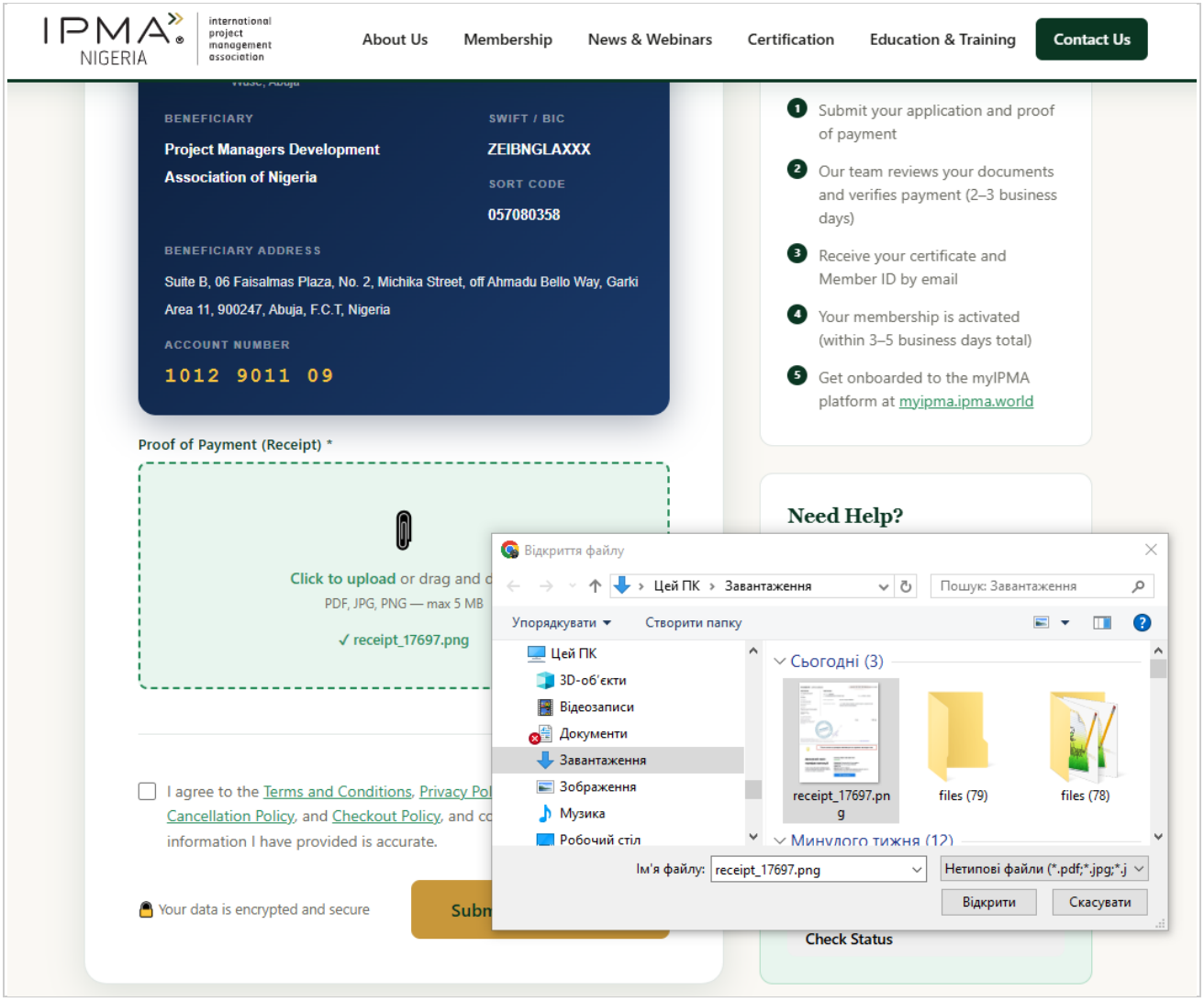

Fig. 8 — Uploading the payment receipt via the file browser

Step 5. Accepting the Terms and Submitting the Application

Before submitting the application:

- Check the box: I agree to the Terms and Conditions, Privacy Policy, Refund Policy, Cancellation Policy, and Checkout Policy, and confirm that the information I have provided is accurate
- Click the Submit Application button

> ℹ *Form data is transmitted encrypted (see the Your data is encrypted and secure note under the submit button).*

What Happens After Submission (What Happens Next)

- 1. Your application and proof of payment are submitted for review
- 2. The PMDAN team reviews your documents and verifies the payment (2–3 business days)
- 3. Your certificate and Member ID are sent by email
- 4. Your membership is activated (within 3–5 business days total)
- 5. You are onboarded to the myIPMA platform — myipma.ipma.world

If you have any questions, please contact info@pmdan.org.