



How it works?

The free Online Directory of members provides:

- Postcode based searching with listings for all postcodes each member services in the state(s) where they maintain an office
- Flexibility to differentiate from other members by use of logos, descriptions and services offered
- Ability for members to self-manage Directory listings online 24/7

The only requirement is that each member's postcodes list must include the postcode for the suburb or town where the member operates his/her office - this is to overcome the confusion which historically has caused repeat enquiries along the lines of "I've done a search under [eg 2067 Chatswood] and my details don't appear, why?" The reason is usually: "You didn't put in a listing for your office location".

Arrangements:

1. **Members not requiring any change** to their existing listing(s) do not need to do anything in respect to continuation of those listing(s).
2. **Members who require alterations and/or additions to existing listings** in the Online Directory will need to go online to www.imal.com.au to change their Online Directory details (located at Members → Self Service → My Details → Online Directory) so as to communicate their new requirements.
3. **Members who have not previously listed** in the Online Directory will need to go online to www.imal.com.au to complete their Online Directory details (located at Members → Self Service → My Details → Online Directory) so as to communicate their changed requirements.
4. **Members who DO NOT require a listing** in the Online Directory will need to go online to www.imal.com.au and select *Opt Out of Member Directory* in their Online Directory details (located at Members → Self Service → My Details → Online Directory) so as to communicate their requirement not to appear.
5. Member listings are removed by 31 August each year if a member had not paid his/her membership fees or entered into a direct debit authority for membership fees by such date.
6. Changes to listings are possible at any time of year to correct existing details or else to add and remove listings.

The Online Directory is a free service to IMA members, regardless of the number of listings each member contributes.

The responsibility for getting listings right lies with you, the member - all changes will be verified by the National Office to correct any inappropriate, misleading or incorrect text only.