

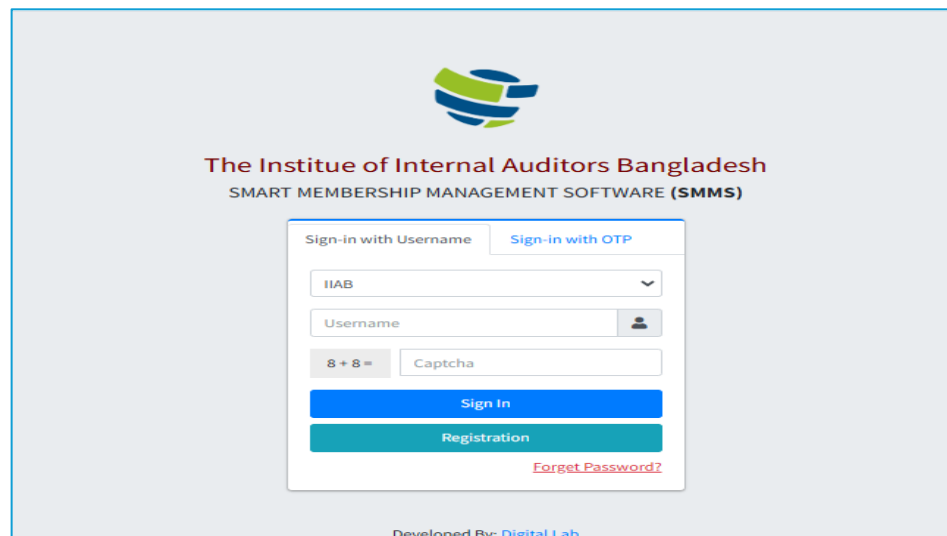
User Guide: Paying Annual Membership Subscription via SMMS

Step 1: Access the SMMS Portal

- Visit the IIAB website at (<https://iiabangladesh.org/>) and click on “SMMS Login”.
OR
- Go directly to <https://smms.iiabangladesh.org/>

Step 2: Log in to Your Account

- Enter your GAN number as your User ID.
- Use 54321# as the default password.
- Complete the Captcha and click “Sign In”.
- Change the default password & update your password.
- You will be taken to your Member Dashboard.



The screenshot displays the login interface for the Smart Membership Management Software (SMMS) of The Institute of Internal Auditors Bangladesh. At the top center is the IIAB logo, a stylized globe with green and blue segments. Below the logo, the text reads "The Institute of Internal Auditors Bangladesh" in red, followed by "SMART MEMBERSHIP MANAGEMENT SOFTWARE (SMMS)" in black. The login form is centered and contains two tabs: "Sign-in with Username" (selected) and "Sign-in with OTP". Under the "Sign-in with Username" tab, there is a dropdown menu with "IIAB" selected, a "Username" input field with a user icon, a captcha challenge showing "8 + 8 =" and an empty input box, a blue "Sign In" button, and a teal "Registration" button. A red link "Forgot Password?" is located below the buttons. At the bottom of the page, it says "Developed By: Digital Lab".

Step 3: Update Your Profile

- Click on “Edit Profile”.
- Fill in the required fields and upload the necessary documents.
- Once completed, scroll down and click “Submit” to save your updates.

[Edit Profile](#)

[Details]
General Member
GAN Number: _____
MR Number: _____

Father's Name _____
Mother's Name _____
Date of Birth _____
NID _____
Mobile _____

Payment Information

Pending Action: [Renew](#)

You Have **1 Pending** Membership Related Invoices For Payment, Total Dues **6000/- BDT**

To Know Updated Due Please Click [Calculate](#) Button

Payment Status	Due
Total Due	__ BDT Calculate
Last Paid Amount	6000.00/- BDT

[News](#) [Event](#) [My Event](#)

No Data Found!

Step 4: View Your Dues

- On the dashboard, click the “Calculate” button to view your dues.
- Your total dues will be displayed.

Payment Information

Pending Action: [Renew](#)

You Have **1 Pending** Membership Related Invoices For Payment, Total Dues **6000/- BDT**

To Know Updated Due Please Click [Calculate](#) Button

Payment Status	Due
Total Due	__ BDT Calculate
Last Paid Amount	6000.00/- BDT

Step 5: View Invoice Details (year wise due)

- On this page, click “Invoice Details” to proceed.
- The next page will show a breakdown of your year-wise dues.

Payment Information

Pending Action: [Renew](#)

You Have **1 Pending** Membership Related Invoices For Payment, Total Dues **6000/- BDT**

To Know Updated Due Please Click [Calculate](#) Button

Payment Status **Due**

Total Due 6000.00/- BDT [Calculate](#) [Invoice Details >>](#)

Last Paid Amount 6000.00/- BDT







[News](#) [Event](#) [My Event](#)

No Data Found!

Step 6: Download or Pay


Alert! Alert! Alert!

Upon completing the payment, please refrain from closing the URL and wait patiently during the redirect process for **SMART MEMBERSHIP MANAGEMENT SOFTWARE (SMMS)**.


Action	Status	Year	Invoice Category	Expired Date	Invoice Date	Invoice Code	Total Net Amount	Total Deposit Amount	Total Due Amount
  	PAID	2024	Membership Fee (MF)	31-Dec-2025	10-Jan-2025	IIAB250110001	6,000.00	6,000.00	0.00
  	DUE	2025	Membership Fee (MF)	31-Dec-2025	10-Jan-2025	IIAB250110002	6,000.00	0.00	6,000.00
Total							12,000.00	6,000.00	6,000.00

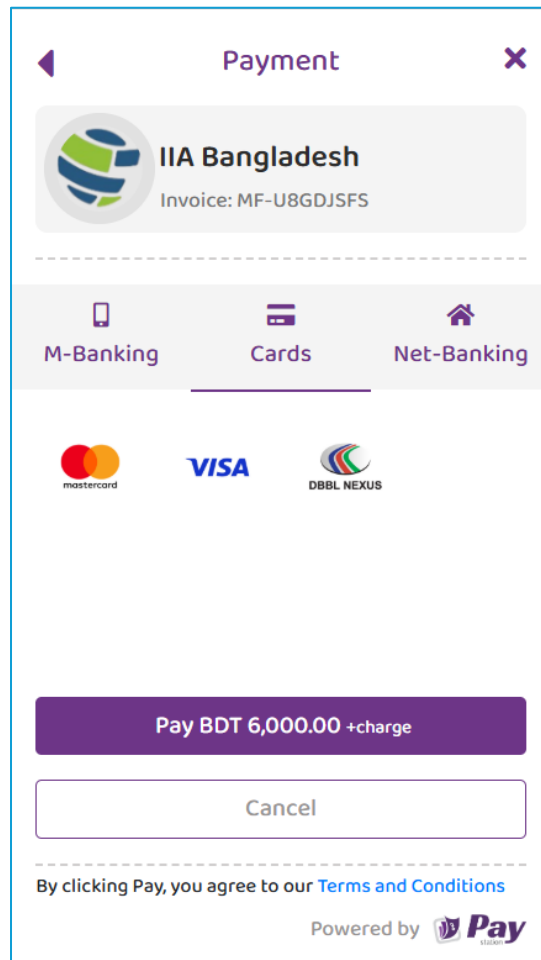
- To download money receipts of previously paid dues, click 

- To download invoices for your records 

- To Make payment for outstanding dues 

Step 7: Download or Pay

Once you click  for making payment, you will be directed to the following page. Choose your preferred payment option and complete the transaction



For any assistance, contact IIAB at 01944664499