A Step-by-Step Guide for the Worshipful Master using HERMES

This document describes the process required for approving the Online Registration Form (ORF) by the Proposer and Seconder, and the process for approval by the WM or MEZ.

1. When reviewing the Online Registration Form (ORF) proposing a Candidate for Initiation, check that their details have been completed.
   - First Names.
   - Surname.
   - Date of Birth.
   - email address.
   - preferred contact number (mobile preferred).

2. When reviewing the ORF proposing a Joining Member, check that the following information has been entered.
   - Grand Lodge Reference Number.
   - email address.
   This may have already been provided to the Secretary as he will be known to a member of the Lodge. If not the prospective joining member can obtain his GL Ref from his Lodge Secretary as it is recorded on Hermes.

3. Using the Hermes process. once the Prospective Applicant has submitted his Online Registration Form (ORF) and the Proposer and Seconder have digitally signed the ORF, you will receive two emails, generated by Hermes. These will be sent to your personal email address or, if you have one, a WM Lodge specific email address as listed on the UGLE database.

4. The first email will contain a hyperlink to the ORF and the second will include a temporary password which when used verifies your identity. The password is only valid for seven days. If you do not respond to the first email within seven days, contact the Secretary who will resend the email. Check your SPAM email 'just in case'.

5. Copy the password, then click on the hyperlink in the first email. Paste the password into the field Enter temporary credentials and click Log In.

6. You will be asked to enter your Date of Birth in the required format as a two factor authentication protection (assuming that it is correct in the database).

7. The screen will open with Instructions, which you should read. These are similar to those contained in the former Form P.   You must review the content of the ORF.

8. Click next at the top right of your screen and you will see Personal Details screen, click next at the top right again and you will see Contact Details screen – you should check these are correct to the best of your knowledge.

9. For an Initiate, click next and you will see the Declarations 1 screen. Click next for the Declarations 2 screen.

10. For a Joiner, you will see the Membership Details screen, which lists all of the units that this joiner is a current or past member. It will also display whether is in Arrears.

11. Click next and you will see the names of the Proposer and Seconder together with the information on how long they have known the Applicant.

12. The drop-down list contains two options to add to the statement. Select the appropriate statement and click on the blue box Digitally Sign Candidates Application. You will see another screen requesting you to confirm, which you should do by clicking OK.

13. For an Initiate only, there is a tick box to add the reason why you believe that there is a case for him to be Initiated under Rule 160 Book of Constitutions. Please note that if it is found that you have used this tick box inappropriately, you may become liable for masonic sanction. Select the appropriate reason from the dropdown list and click on the blue box Digitally Sign Candidates Application.

    It is recommended that you ask for clarification on the use of Rule 160 BoC before you process the ORF to its conclusion.

14. You will see another screen requesting you to confirm, which you should do by clicking OK.

15. You will see a message on the screen in a green box confirming that the form has been submitted.

16. You now can either close the window, or click on your name in the top right of the screen to log out.