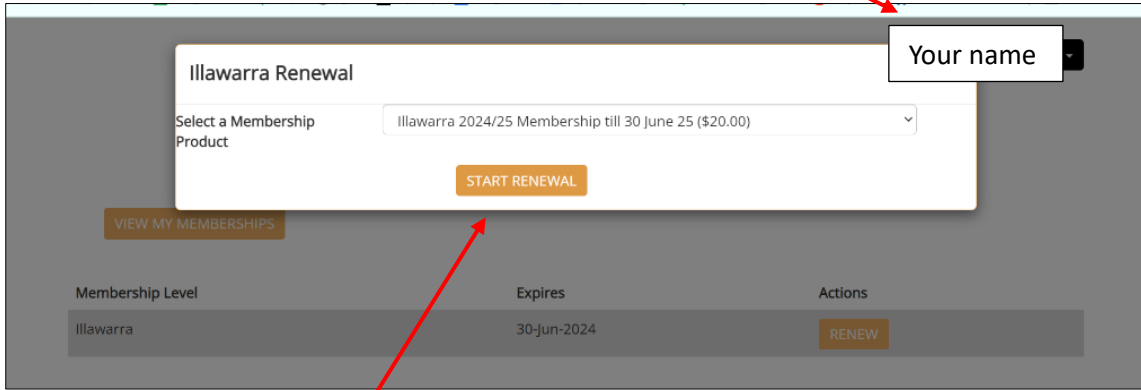


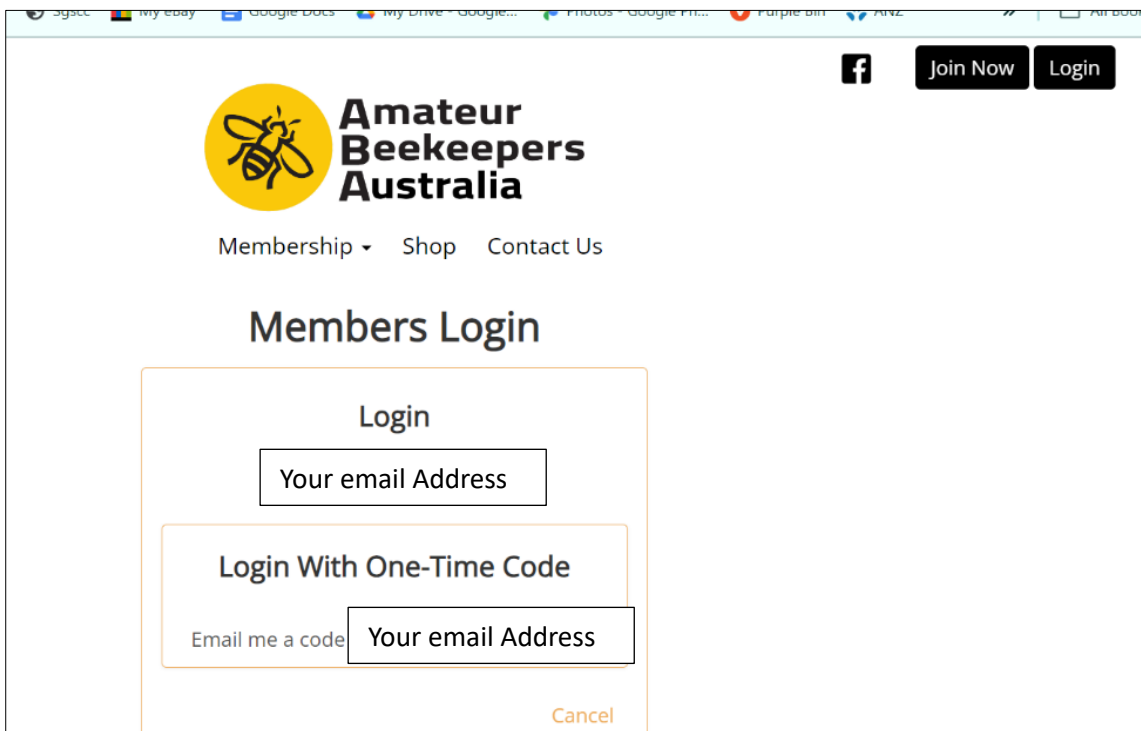
USER GUIDE TO **RENEW** ILLAWARRA BEEKEEPERS MEMBERSHIP

RENEWING

If you are renewing your membership from **2023-24 TO 2024-25** and a link was sent to your email this screen will appear with **your name in top corner**



Click on **START RENEWAL**



The system requires you to Add a **Code** to continue.

This is sent to your email address.

Then click **NEXT**

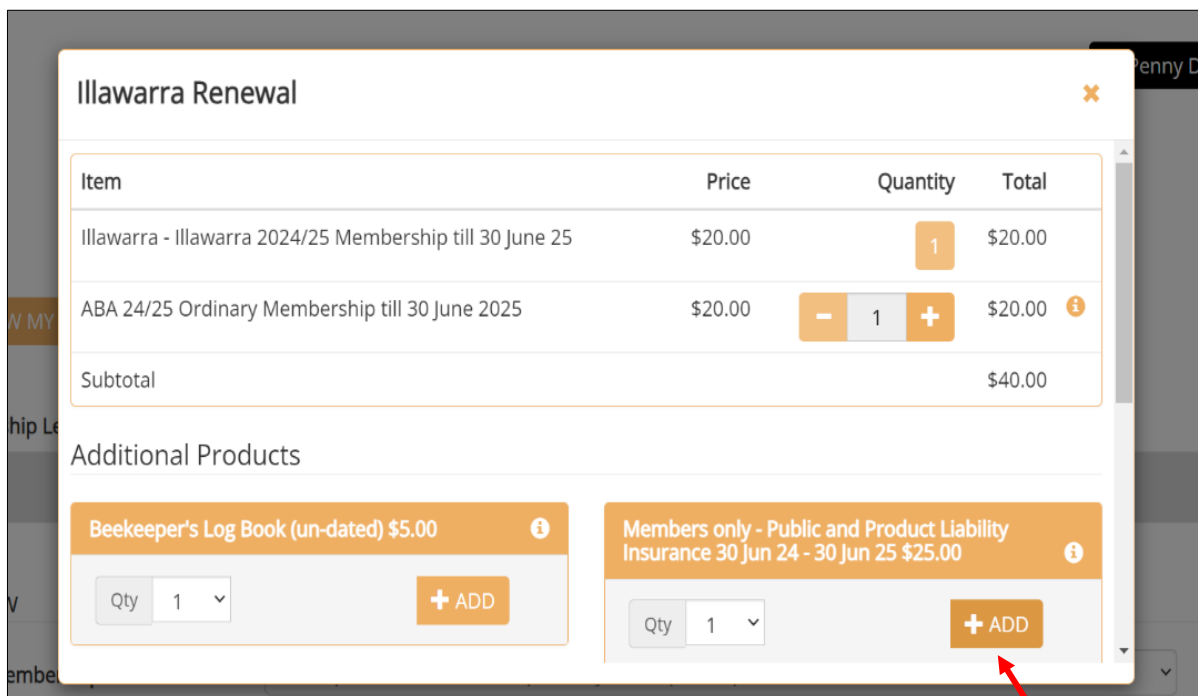
Your **CURRENT CONTACT DETAILS** will be displayed over two pages.

If this is correct **CLICK SUBMIT** at the base.

If **INCORRECT** change to reflect your current contact details.

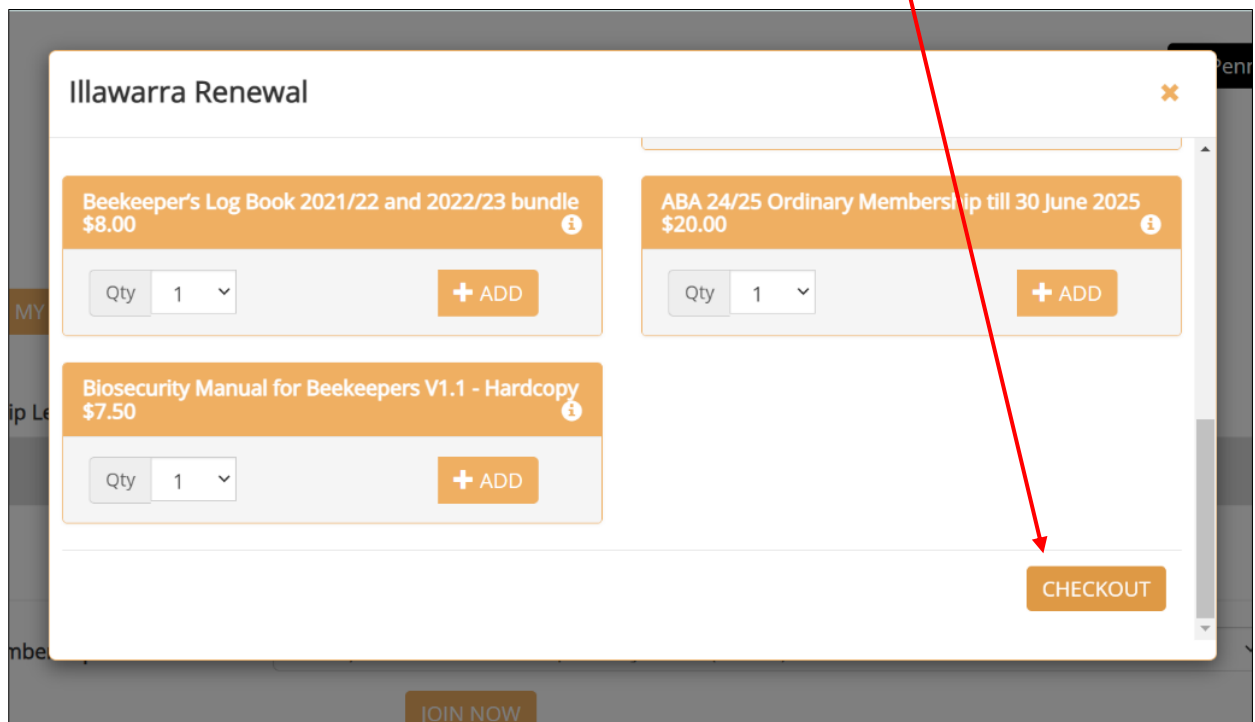
Then **CLICK SUBMIT**

The **PAYMENT** screen below appears with the **fee for Illawarra** and the **ABA fee**.

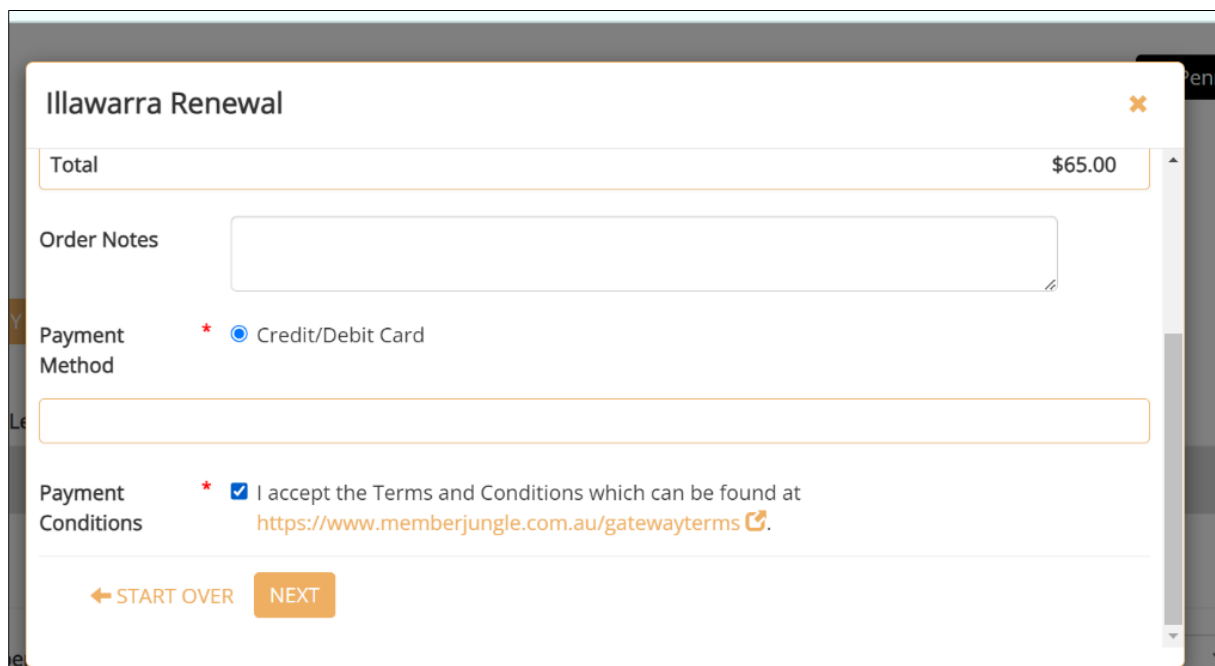


If you wish to purchase **Public and Product Liability Insurance** click **ADD**

Other products are shown for purchase including Log Books, Biosecurity Manual. If you want them click **ADD** otherwise click **CHECKOUT**.



Example below shows a \$65 payment as this member added Insurance.



Click **Credit/Debit card**

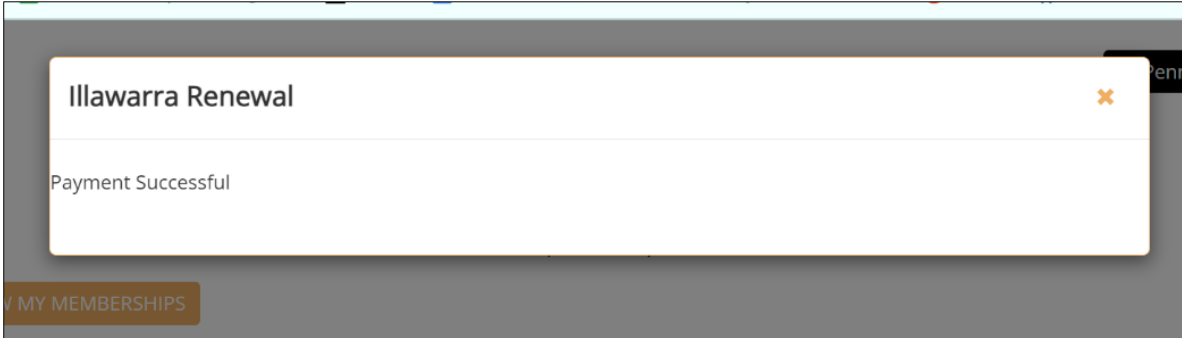
Tick to accept the Terms and Conditions.

Then click **NEXT**

The screenshot shows a payment modal titled "Illawarra Renewal" with a close button in the top right. Below the title, the amount "\$65.00" is displayed. The main section is labeled "Credit/Debit Card" with an asterisk. It contains several input fields: a "Card" type selector, a "Google Pay" button, a "Card number" field with the placeholder "1234 1234 1234 1234" and logos for VISA, Mastercard, AMEX, and JCB; an "Expiry" field with the placeholder "MM / YY"; a "CVC" field with the placeholder "CVC" and a card icon; and a "Country" dropdown menu currently set to "Australia". At the bottom of the form, there is a checkbox labeled "Save your info for secure 1-click checkout with Link" and a small note: "Your card will be charged \$65.00".

Add your **Card details** into form plus **expiry date** and **CVC number**.

The following screen appears when payment successful.



Finally, you will be sent an **email** as a **RECEIPT** for **renewing successfully**.