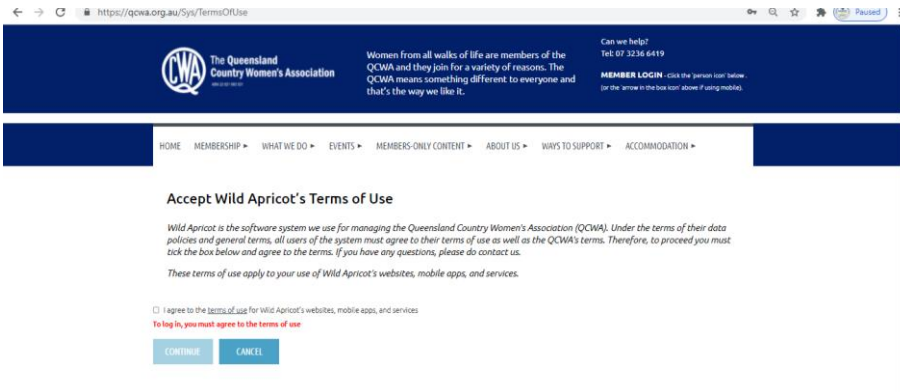
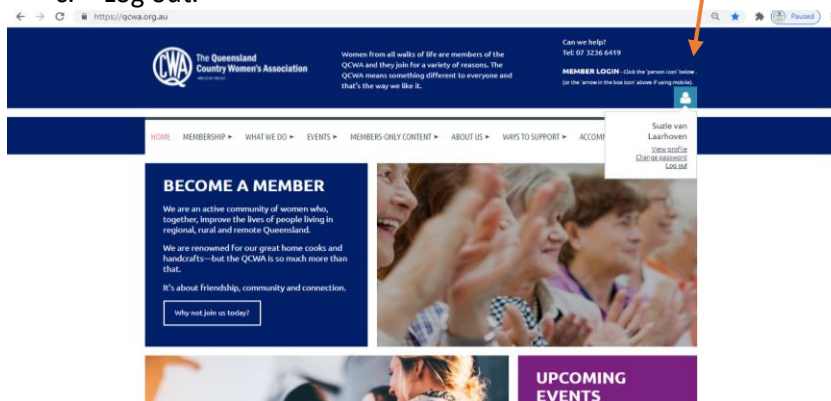


How to renew your QCWA branch membership electronically

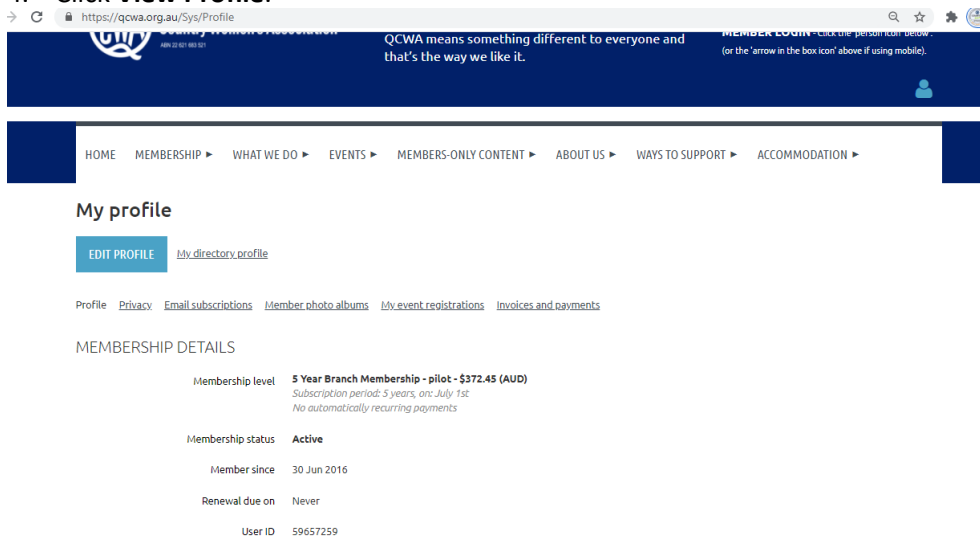
1. Members can renew their membership from the website – www.qcwa.org.au. You must log in to do this, using your personal email address.
2. Members who are logging in for the first time will be asked to **Accept Wild Apricots Terms of Use**. Check the box and click CONTINUE.



3. You will now see the home page. Hover your mouse over the blue icon in the top right corner where you logged in and you will see your name and 3 links:
 - a. View profile
 - b. Change password
 - c. Log out.



4. Click View Profile.



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5. After a member logs in, a message will appear in the *bottom right corner* if the membership is pending:
 - a. is within one week of the renewal date
 - b. is lapsed or overdue for renewal or
 - c. has an unpaid invoice.

Scroll down the page to check your details such as address and phone number are correct. If all is correct, click the **RENEW** button from this screen.

If you do need to update your address or phone number, use the EDIT PROFILE button, type your changes into the relevant fields and scroll to the bottom of the page, click **SAVE**.

Alternatively, if a member clicks **RENEW NOW** from the membership reminder email, you will be prompted to login to the website. From here a yellow box with details of the renewal and balance due with a **PAY ONLINE** amount. *Note: the below is a sample only as most members will be renewing for 1 year at \$74.19.*

The screenshot shows a user profile page with the following elements:

- Header:** "profile" with a "See" icon and a "My directory profile" link.
- Buttons:** "EDIT PROFILE" and "My directory profile".
- Navigation:** Profile, Privacy, Email subscriptions, Member photo albums, My event registrations, Invoices and payments, Donations.
- Warning Box:** A yellow box with a warning icon stating "Balance due (1 items): \$74.19". It includes "PAYMENT OPTIONS" and bank details for CBA: Account Name: QCWA Council Account, BSB: 064-000, Account: 1460 3673. It also mentions a "PAY ONLINE" button.
- Search:** A search bar and "Records found: 1".
- Table:** A table with columns "Date", "Transaction", and "Balance due".

Date	Transaction	Balance due
18 May 2021	Invoice #03951 Member renewal	\$74.19

Additional callouts in the image include a "Balance due \$74.19" box in the top right and a "Balance due: \$74.19" box in the bottom right corner of the table.

This is under the Invoice & Payments TAB. If you choose to update your profile, you can return to the Invoice & Payments tab to continue the payment steps.

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Or there will be a yellow box with the words Membership renewal initiated but not paid yet and an option to pay invoice. To pay, click **VIEW/PAY INVOICE** and follow the prompts.

The screenshot shows a user interface for membership details. At the top, there is a navigation bar with links for Profile, Privacy, Email subscriptions, Member photo albums, My event registrations, and Invoices and payments. Below this is the 'MEMBERSHIP DETAILS' section. A prominent yellow box contains a warning icon and the text 'Membership renewal initiated, not paid yet.' with a blue button labeled 'VIEW / PAY INVOICE'. Below the yellow box, the membership details are listed: Membership level (1 year Branch Membership \$74.19), Membership status (Pending - Renewal), Member since (30 May 2016), Renewal due on (1 June 2022), User ID (59619287), Title (Dr), First name (Michael), Last name (Sugg), and Suffix. On the right side, there is a 'Balance due' of \$74.19 and a link for 'Membership renewal pending'.

6. From the member's Invoice and Payments tab, members can pay for the invoice.

The amount due will appear here

Renewal until date will depend on your level (1,3 or 5 yr membership term)

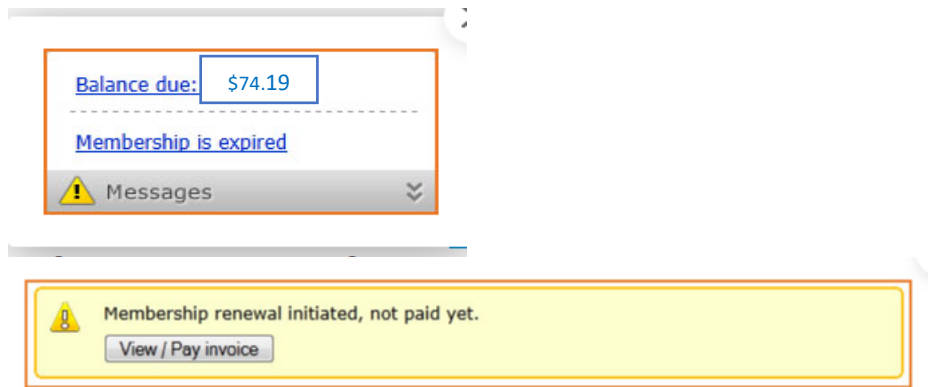
The screenshot shows a 'Membership renewal' dialog box with a 'Review and confirm' section. It displays 'Total amount' and 'Renewal until' fields, both with blue selection boxes. The 'Current status' is 'Active'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Confirm and proceed with payment'.

Your membership level will appear here (1,3 or 5 year membership)

Click **Confirm and proceed to payment.**

Until payment is made, a *Balance due* notification will be shown on the notification bar, and a message will be displayed on the member profile.

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7. To pay, click **View/Pay invoice** button.

Note: For the pilot, all renewal options which appear on the webpage will be for the full amount which includes membership fee, GST and levies. Therefore, you will need to pay:
1 year renewal \$74.19
3 year renewal \$218.56
5 year renewal \$362.93.

Any branch that normally pays or wishes to pay levies on behalf of its members, will need their Branch Treasurer to arrange a refund to those members.

There are two payment options:

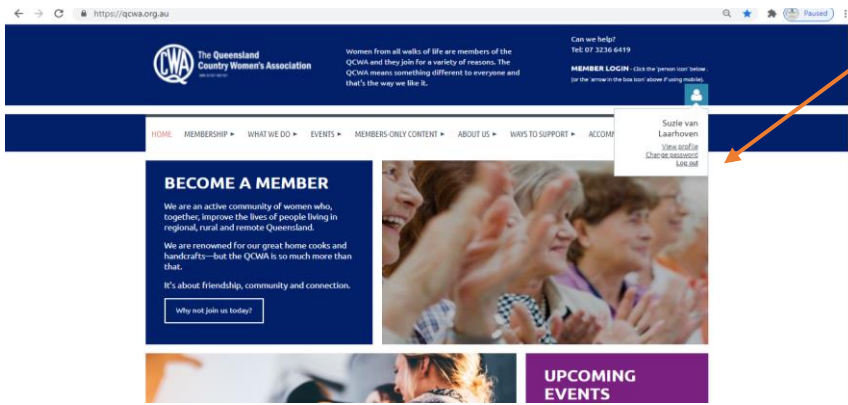
- a. Direct Deposit to the State Council CBA Account:
QCWA Council Account
BSB: 064000
Account Number: 14603673
There is no administration fee for this type of transaction.
However, you **MUST** include **your SURNAME and your INVOICE NUMBER** in the transaction reference field.
- b. Using your credit card – this transaction will add a transaction fee which is charged by Stripe. Fees are:
 - 1 year renewal \$1.60
 - 3 year renewal \$4.15
 - 5 year renewal \$6.65.

8. Follow the prompts and complete your payment.

Once you have successfully renewed and paid your membership fee, you will receive an email confirmation with a receipt.

9. Finally, **LOG OUT** using the link under your name.

How to renew your QCWA branch membership electronically



Congratulations! You have renewed your membership electronically!