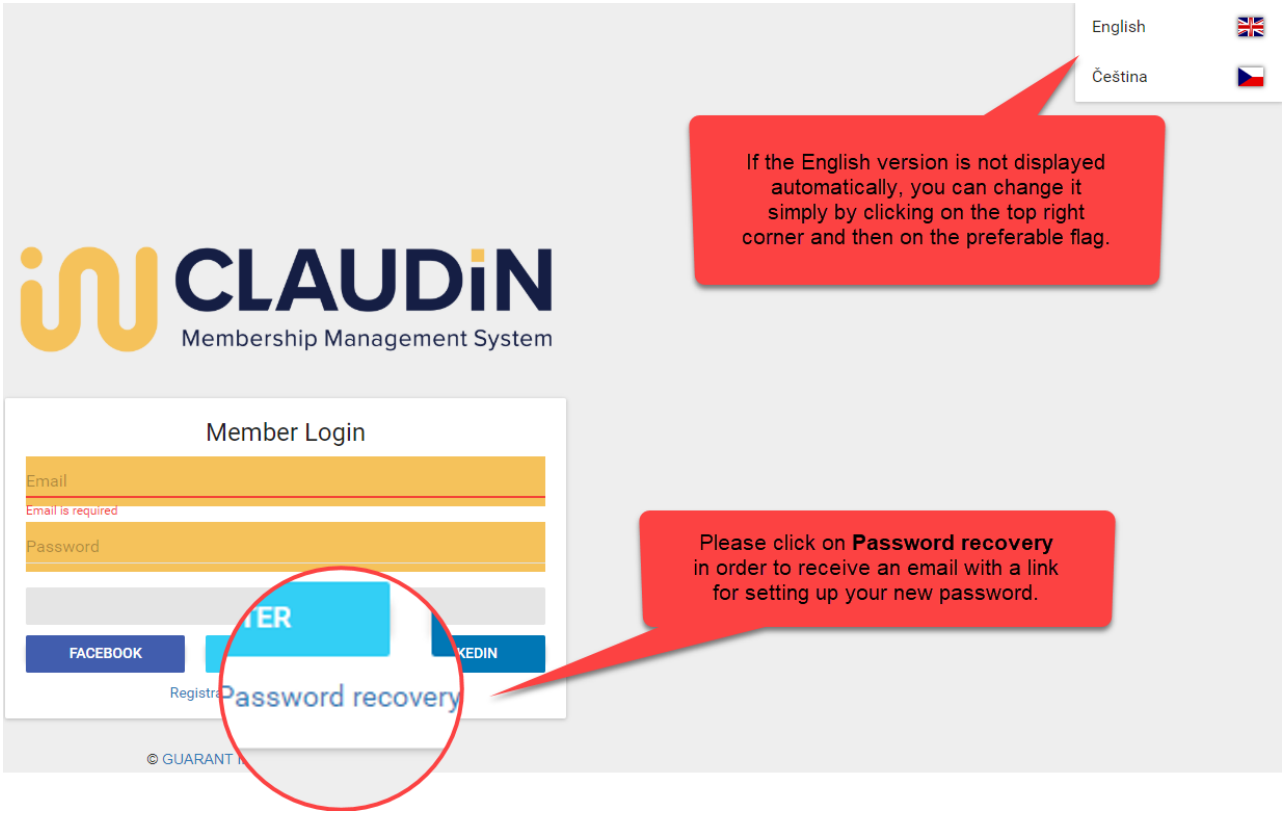
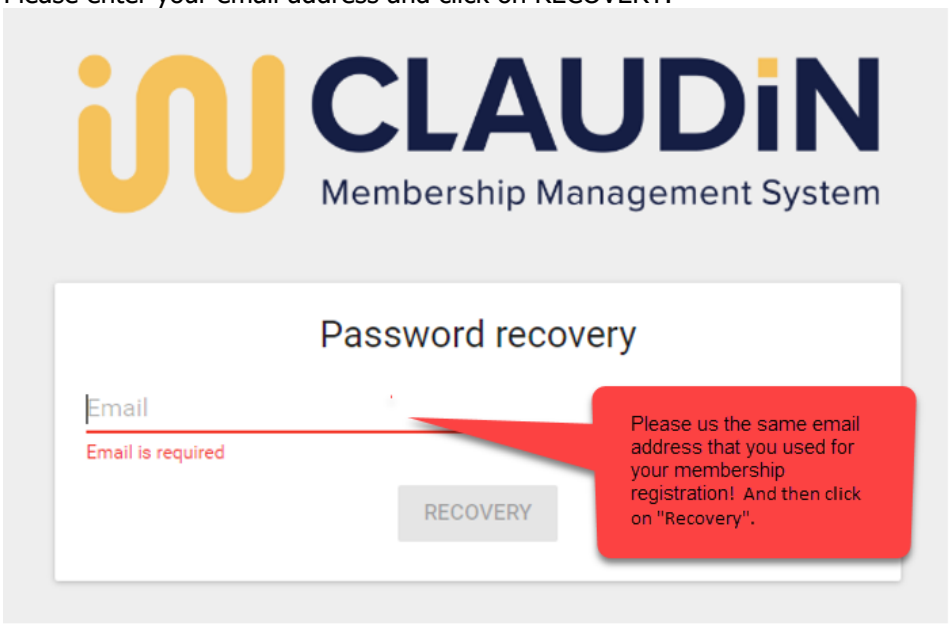
USER GUIDE FOR MEMBERSHIP SYSTEM
CURRENT MEMBERS

PASSWORD RECOVERY

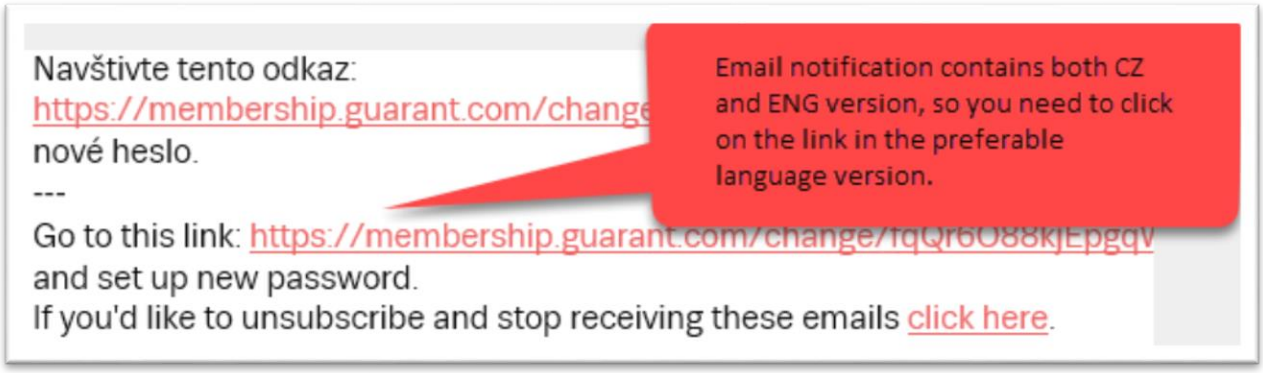
If you joined the society in the past, your membership profile is probably already created. The first step you need to take is to recover you password. Please go to membership system homepage and click on PASSWORD RECOVERY.



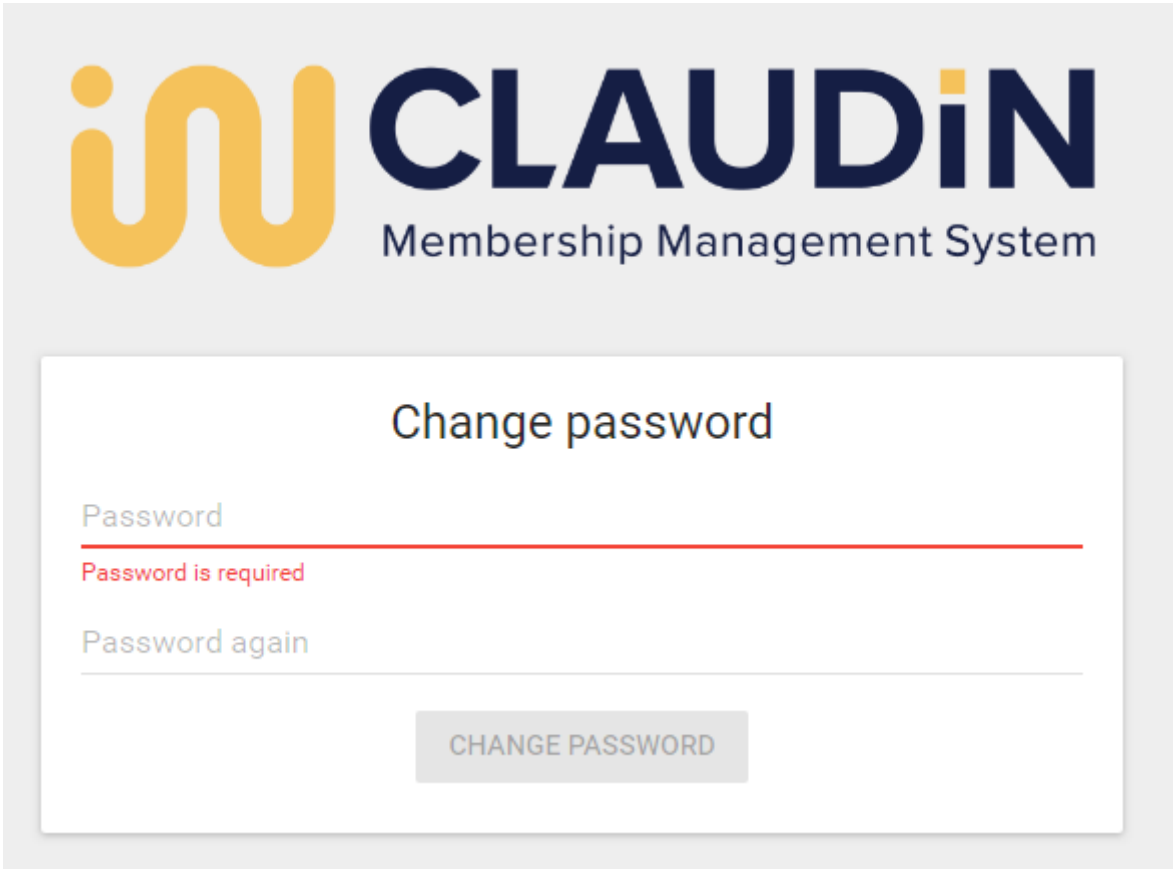
Please enter your email address and click on RECOVERY.



You shall receive email notification with a link for setting up new password.



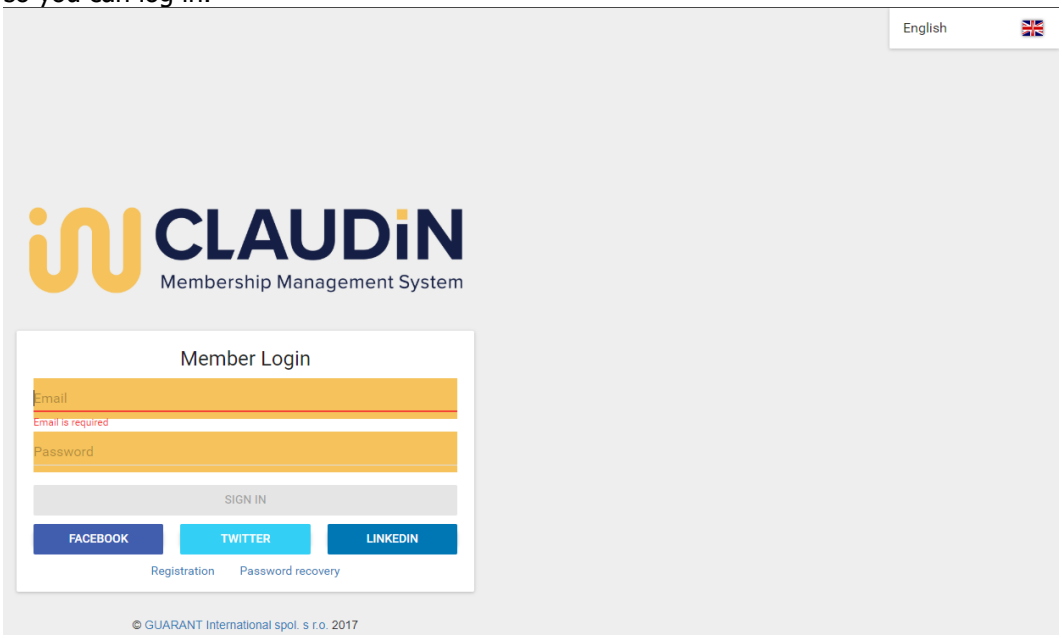
After you click on the link you will be asked to enter your new password twice.



In case you have not received the email with a link for password recovery, please check your spambox. If you are not sure which email address is connected to your account or whether your account has been created, please contact the secretariat.

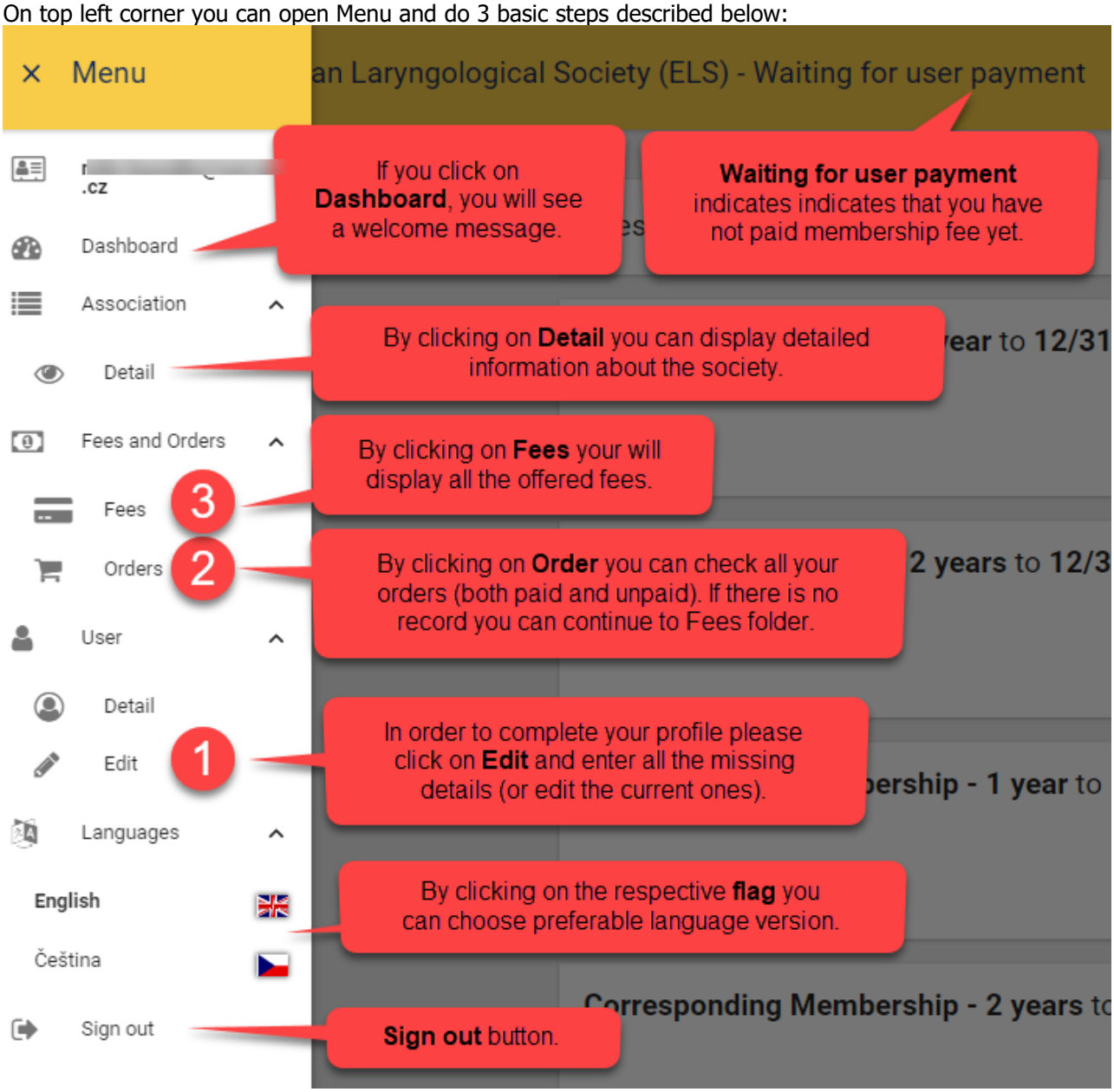
LOG IN

Once you entered your new password twice, you will be transfered back to membership system homepage so you can log in.

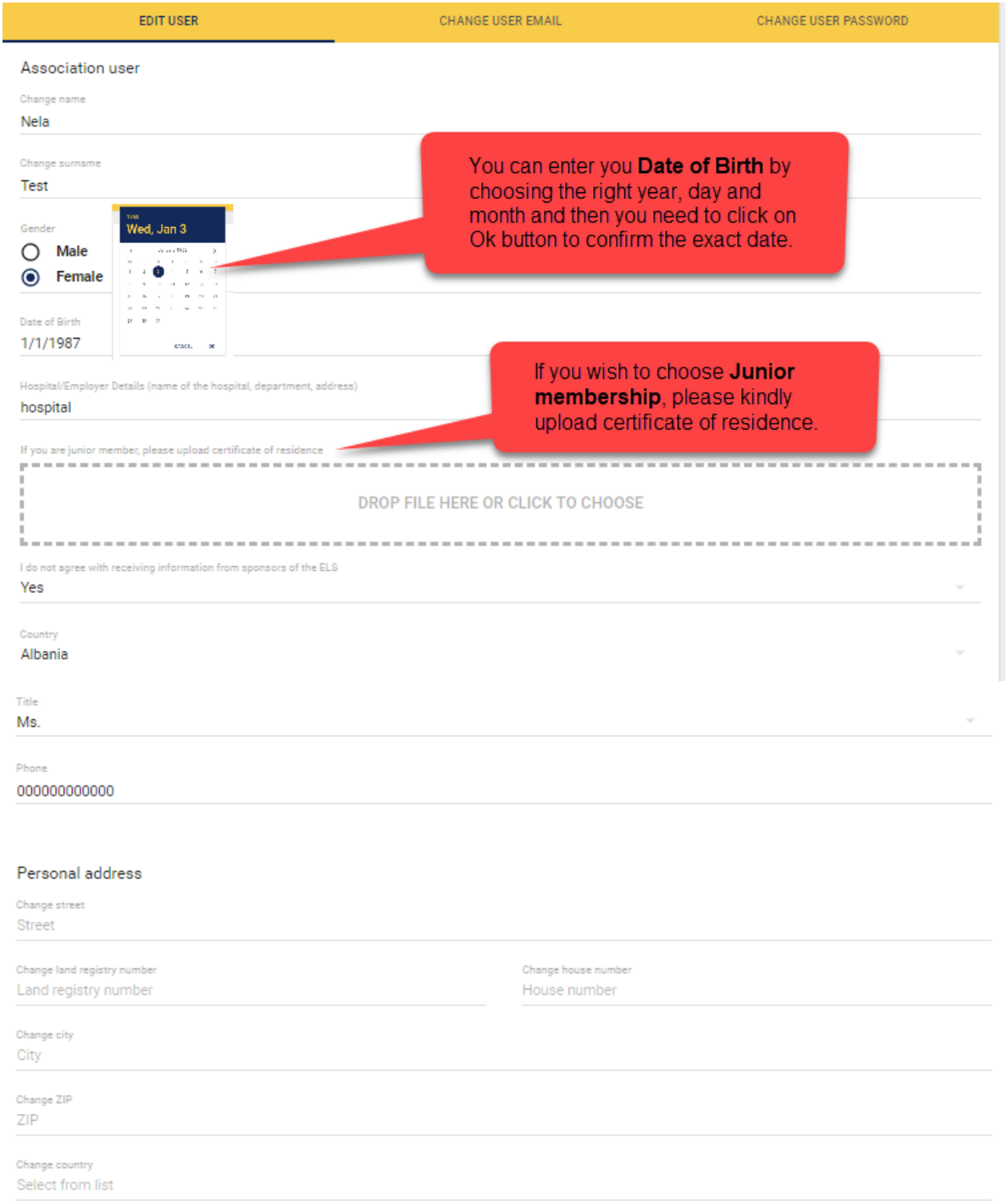


USER MENU

On top left corner you can open Menu and do 3 basic steps described below:



EDITING USER DETAILS



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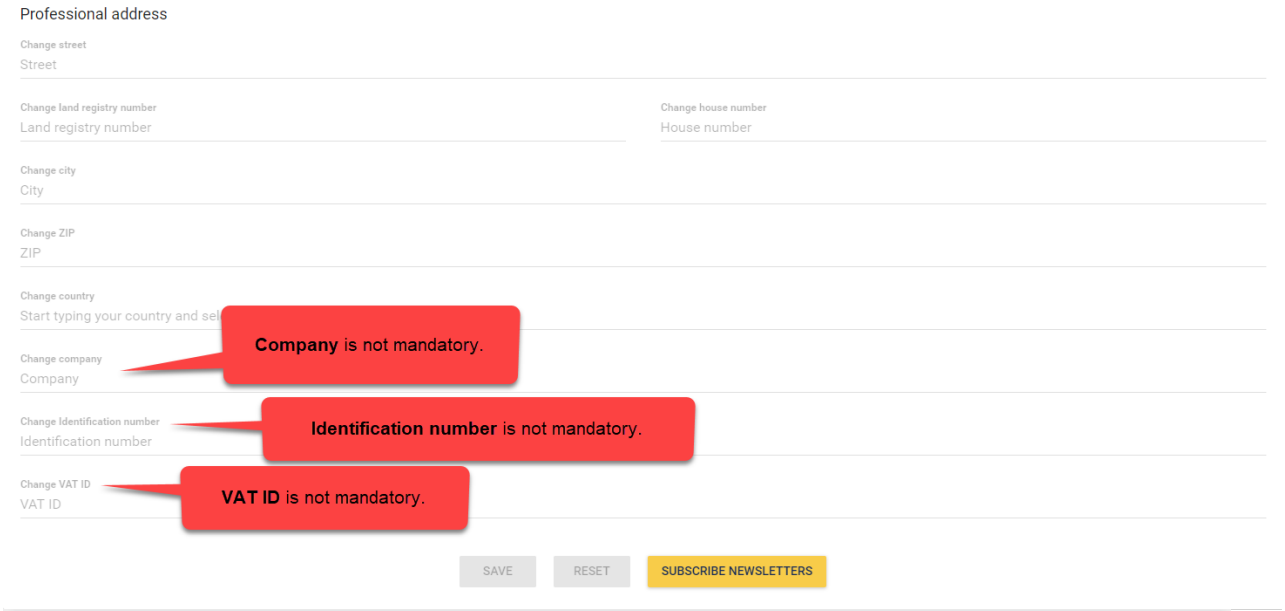
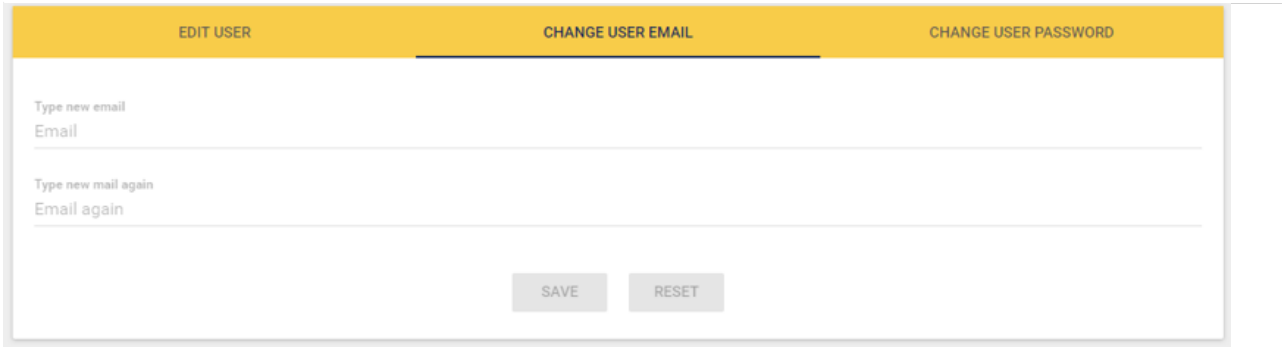
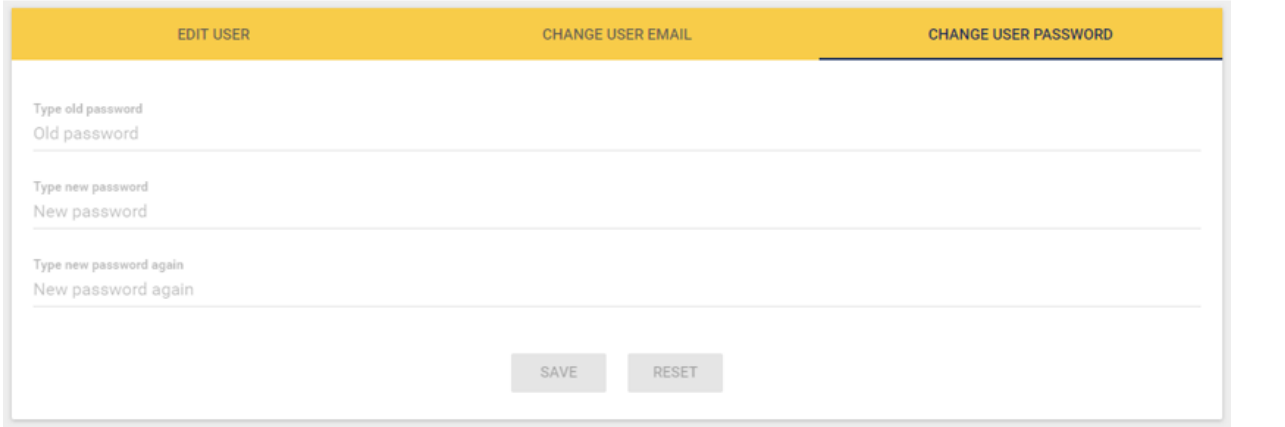
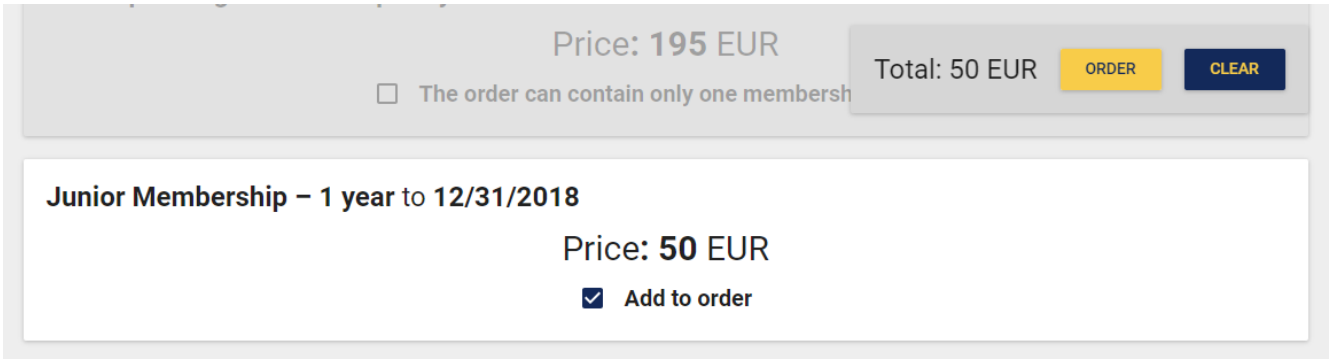




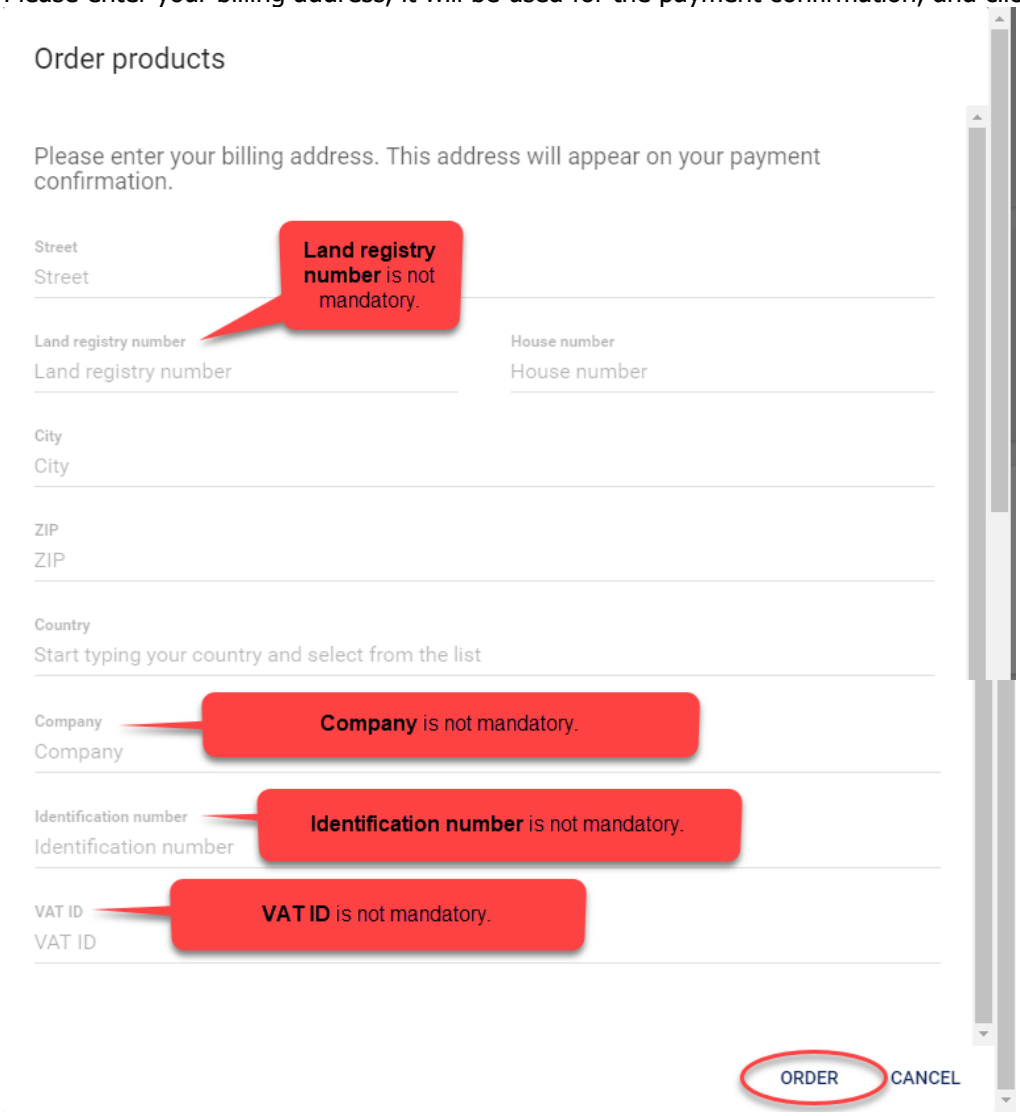


FEES AND ORDERS

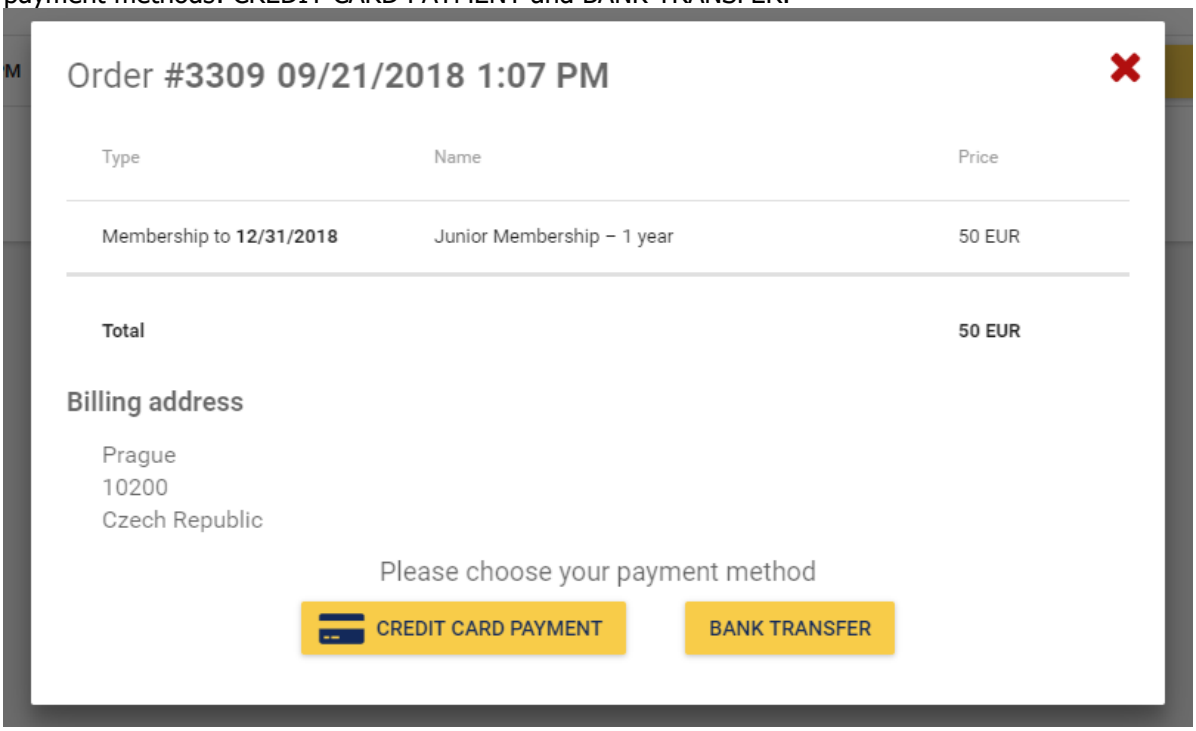
Please note that it is possible to choose only one fee in one order.



Please enter your billing address, it will be used for the payment confirmation, and click on ORDER.

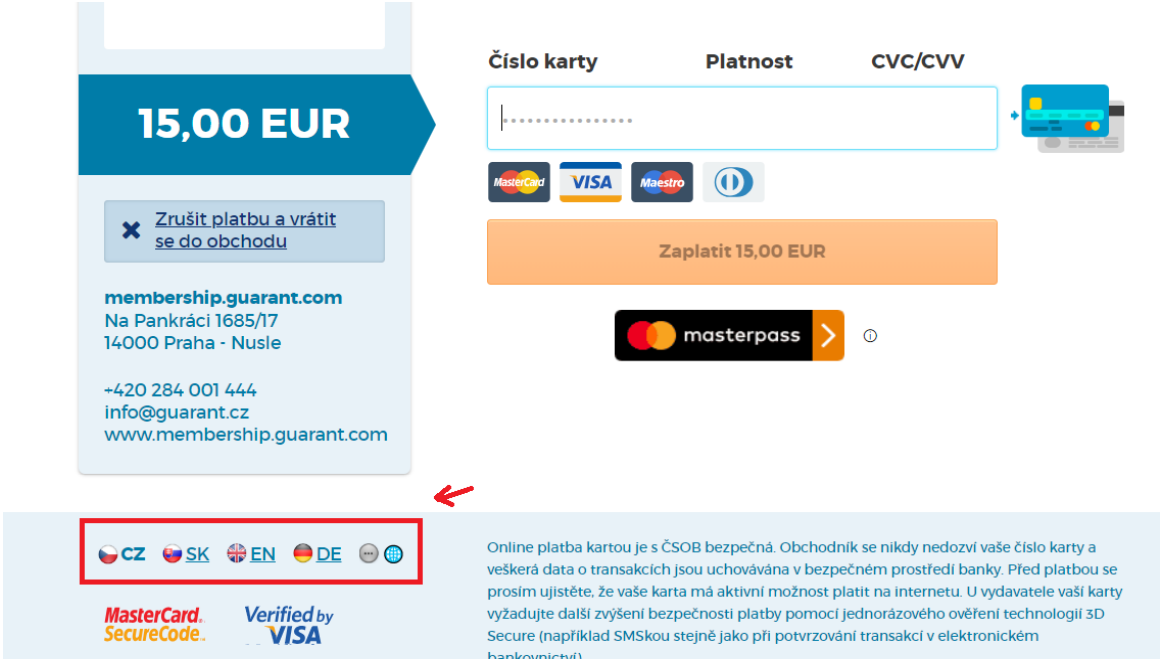


Once you click on ORDER, a pop-up window with order details will appear. You may choose from two payment methods: CREDIT CARD PAYMENT and BANK TRANSFER.



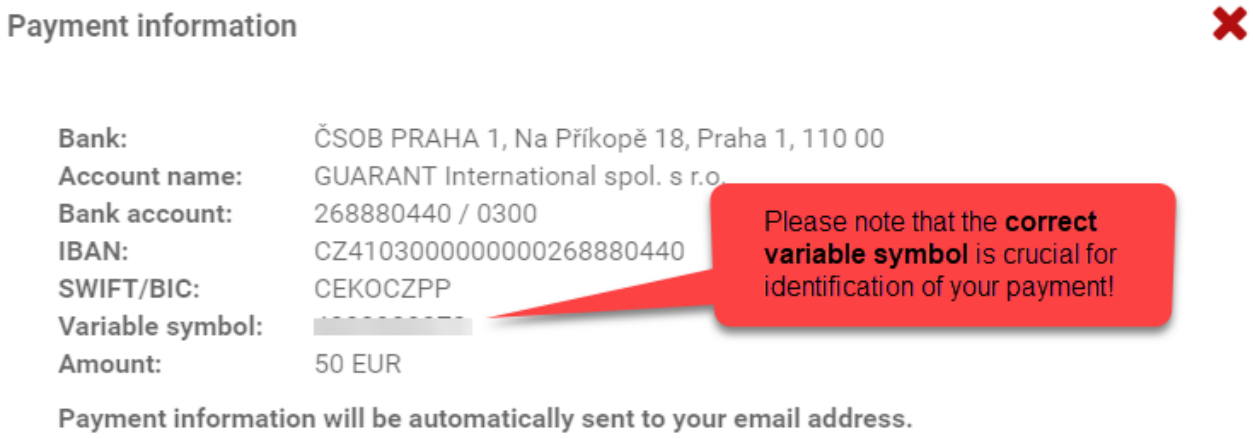
CREDIT CARD PAYMENT

In case of credit card payment you will be redirected to the bank payment gateway. If the English language is not displayed automatically, you might change it in the left bottom corner. (At the same time you will also receive email notification with payment details but you can disregard unless you decide to pay the fee via bank transfer.)



BANK TRANSFER

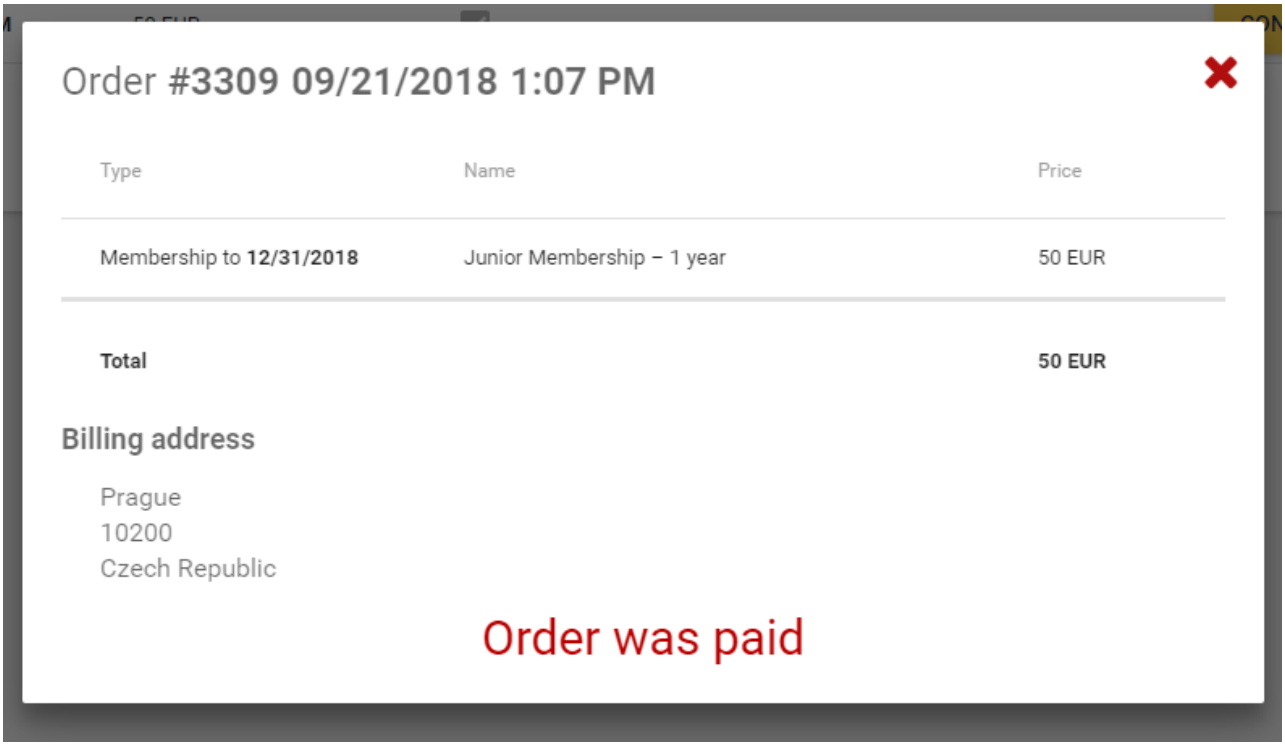
If you click on BANK TRANSFER , a pop up window with payment information will appear:



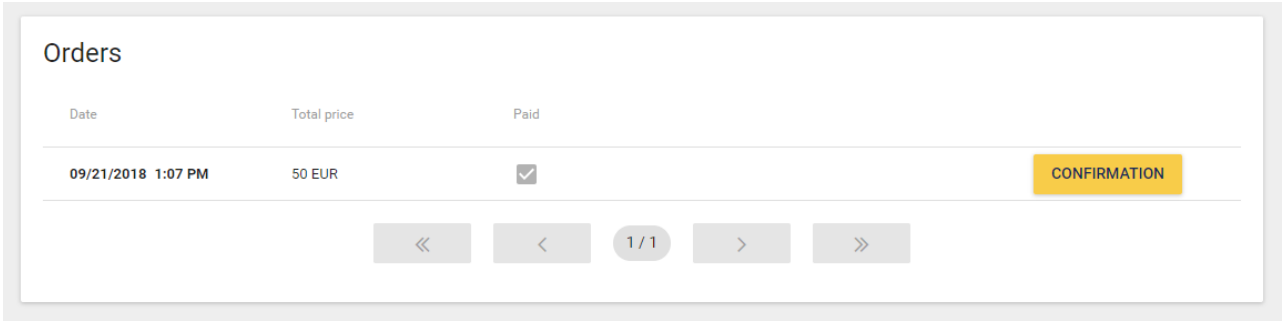
At the same time you will receive email notification with the same payment details so you can continue the usual way you do your bank transfers.

PAYMENT CONFIRMATION

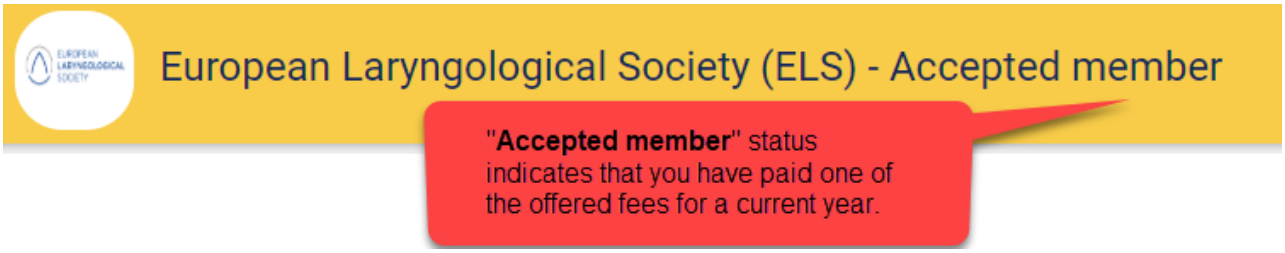
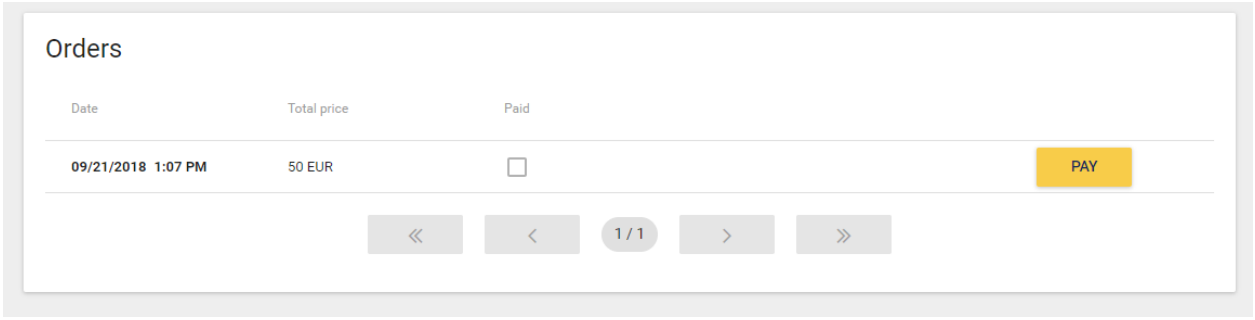
If the payment has been succesful, the following window will appear.
If you close this window, you will be able to download your payment confirmation.
This payment confirmation is available anytime in your account (Menu – Fees and Orders – Orders)



As soon as we receive the payment, the system will update Order status to Paid. For credit card payments it is done almost immediately, bank transfer usually takes a few days.



Also your status at the header will change to accepted member.



In case the payment did not go through, please go to Menu – Fees and Orders – Orders and click on PAY and try again.