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 your password. Please go to membership system homepage and click on PASSWORD RECOVERY.

Please enter your email address and click on RECOVERY.

If the English version is not displayed automatically, you can change it simply by clicking on the top right corner and then on the preferable flag.

Please click on Password recovery in order to receive an email with a link for setting up your new password.

Please use the same email address that you used for your membership registration! And then 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 transferred back to membership system homepage so you can log in.
On top left corner you can open Menu and do 3 basic steps described below:

1. **Edit**: In order to complete your profile please click on **Edit** and enter all the missing details (or edit the current ones).

2. **Order**: By clicking on **Order** you can check all your orders (both paid and unpaid). If there is no record you can continue to Fees folder.

3. **Fees**: By clicking on **Fees** you will display all the offered fees.

**Dashboard**: If you click on **Dashboard**, you will see a welcome message.

**Waiting for user payment**: Indicates that you have not paid membership fee yet.

By clicking on the respective flag you can choose preferable language version.

**Sign out button.**
EDITING USER DETAILS

**Association user**
- Change name
- Change surname
- Test

**Gender**
- Male
- Female

**Date of Birth**
- 1/1/1987

**Hospital Employer Details** (name of the hospital, department, address)

**Personal address**
- Change street
- Street
- Change land registry number
- Land registry number
- Change house number
- House number
- Change city
- City
- Change ZIP
- ZIP
- Change country
- Select from list

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You can enter your **Date of Birth** by choosing the right year, day and month and then you need to click on Ok button to confirm the exact date.

If you wish to choose **Junior membership**, please kindly upload certificate of residence.
**USER GUIDE FOR MEMBERSHIP SYSTEM**

**CURRENT MEMBERS**

**Professional address**
- Change street
- Street
- Change local registry number
- Local registry number
- Change house number
- House number
- Change city
- City
- Change ZIP
- ZIP

**Change country**
- Start typing your country and select
- Change company
- Company
- Change identification number
- Identification number
- Change VAT ID
- VAT ID

*Company is not mandatory.*

*Identification number is not mandatory.*

*VAT ID is not mandatory.*

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**EDIT USER**

**CHANGE USER EMAIL**
- Type new email
- Email
- Type new mail again
- Email again

**CHANGE USER PASSWORD**
- Type old password
- Old password
- Type new password
- New password
- Type new password again
- New password again

*SAVE*  *RESET*  *SUBSCRIBE NEWSLETTERS*
USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS

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.

Order products

Please enter your billing address. This address will appear on your payment confirmation.

Street
Street

Land registry number
Land registry number

City
City

ZIP
ZIP

Country
Start typing your country and select from the list

Company
Company

Identification number
Identification number

VAT ID
VAT ID

Land registry number is not mandatory.
Company is not mandatory.
Identification number is not mandatory.
VAT ID is not mandatory.
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.

Order #3309 09/21/2018 1:07 PM

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership to 12/31/2018</td>
<td>Junior Membership – 1 year</td>
<td>50 EUR</td>
</tr>
</tbody>
</table>

Total

50 EUR

Billing address

Prague
10200
Czech Republic

Please choose your payment method

[Credit Card Payment]

[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:

Payment information

Bank: ČSOB PRAHA 1, Na Příkopě 18, Praha 1, 110 00
Account name: GUARANT international spol. s r.o.
Bank account: 268880440 / 0300
IBAN: CZ4103000000000268880440
SWIFT/BIC: CEKOCZPP
Variable symbol: 
Amount: 50 EUR

Please note that the **correct variable symbol** is crucial for identification of your payment!

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 successful, 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.

European Laryngological Society (ELS) - Accepted member

"Accepted member" status indicates that you have paid one of the offered fees for a current year.

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