

USER GUIDE FOR MEMBERSHIP SYSTEM



EUROPEAN
LARYNGOLOGICAL
SOCIETY

Content

FEES AND ORDERS	1
CREDIT CARD PAYMENT.....	2
BANK TRANSFER.....	2
PAYMENT CONFIRMATION	2
PASSWORD RECOVERY	4
LOG IN	5
USER MENU.....	6
EDITING USER DETAILS.....	7

FEES AND ORDERS

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

Price: 195 EUR

Total: 50 EUR ORDER CLEAR

The order can contain only one membership

Junior Membership – 1 year to 12/31/2018

Price: 50 EUR

Add to 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

House number
House 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

ORDER CANCEL

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 ✕

Type	Name	Price
Membership to 12/31/2018	Junior Membership – 1 year	50 EUR
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.)

15,00 EUR

Zrušit platbu a vrátit se do obchodu

membership.guarant.com
Na Pankráci 1685/17
14000 Praha - Nusle

-420 284 001 444
info@guarant.cz
www.membership.guarant.com

Číslo karty Platnost CVC/CVV

.....

MasterCard VISA Maestro ⓘ

Zaplatit 15,00 EUR

masterpass > ⓘ

CZ SK EN DE ⓘ

Online platba kartou je s ČSOB bezpečná. Obchodník se nikdy nedozví vaše číslo karty a veškerá data o transakcích jsou uchovávána v bezpečném prostředí banky. Před platbou se prosím ujistěte, že vaše karta má aktivní možnost platit na internetu. U vydavatele vaší karty vyžádejte další zvýšení bezpečnosti platby pomocí jednorázového ověření technologií 3D Secure (například SMSkou stejně jako při potvrzování transakcí v elektronickém bankovním)

BANK TRANSFER

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

Payment information X

Bank: ČSOB PRAHA 1, Na Příkopě 18, Praha 1, 110 00

Account name: GUARANT International spol. s r.o.

Bank account: 268880440 / 0300

IBAN: CZ410300000000268880440

SWIFT/BIC: CEKOCZPP

Variable symbol:

Amount: 50 EUR

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

Payment information will be automatically sent to your email address.

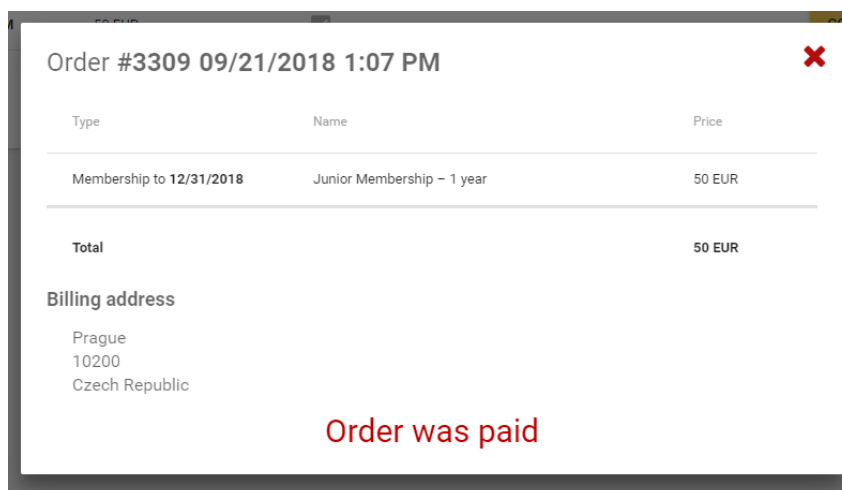
At the same time you will receive email notification with the same payment details so you can continue the usual way you do your bank transfers.

PAYMENT CONFIRMATION

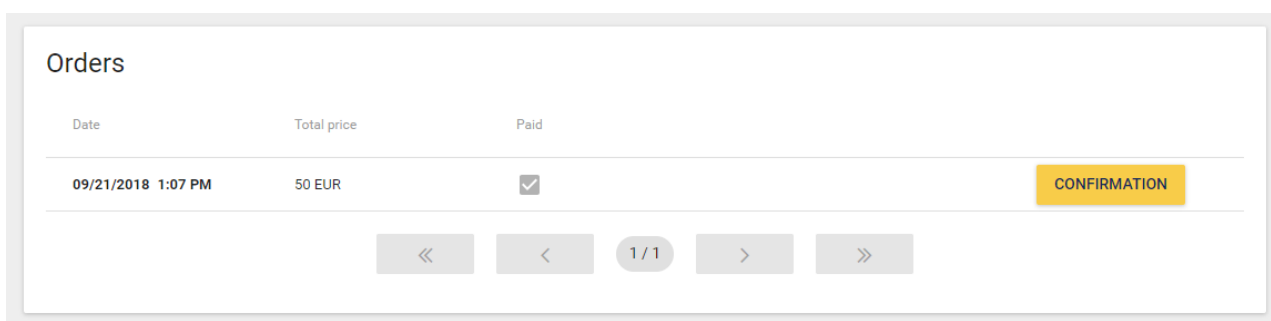
If the payment has been succesful, the following window will appear.

If you close this window, you will be able to download your payment confirmation.

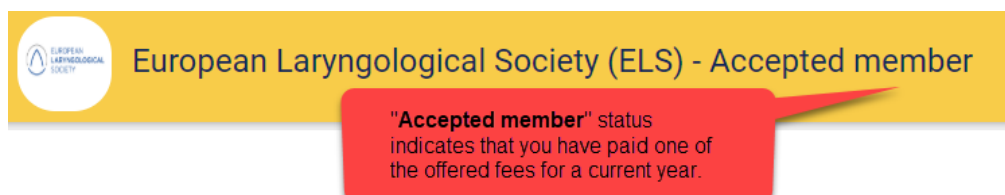
This payment confirmation is available anytime in your account (Menu – Fees and Orders – Orders)



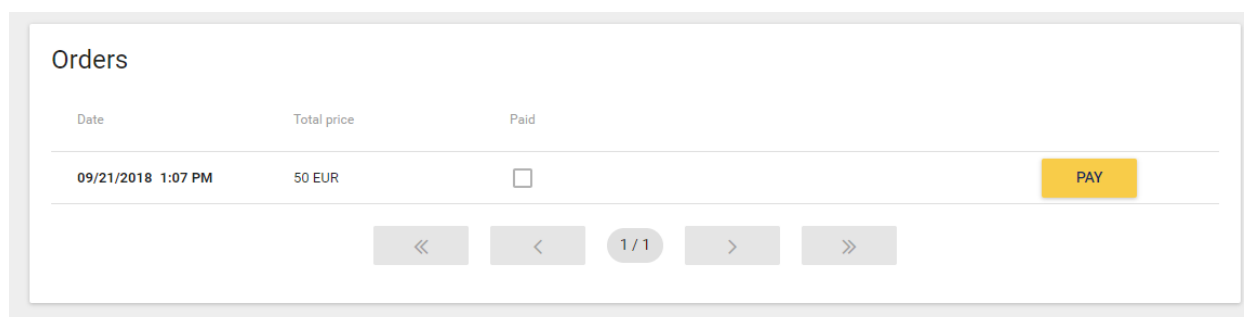
As soon as we receive the payment, the system will update Order status to Paid. For credit card payments it is done almost immediately, bank transfer usually takes a few days.



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

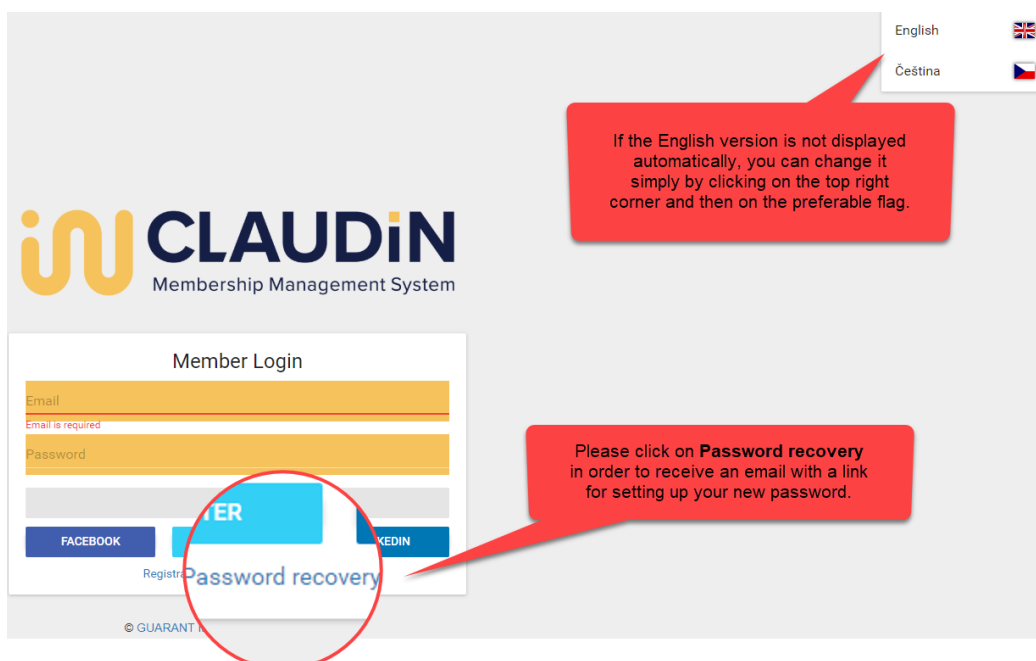


In case the payment did not go through, please go to Menu – Fees and Orders – Orders and click on PAY and try again.

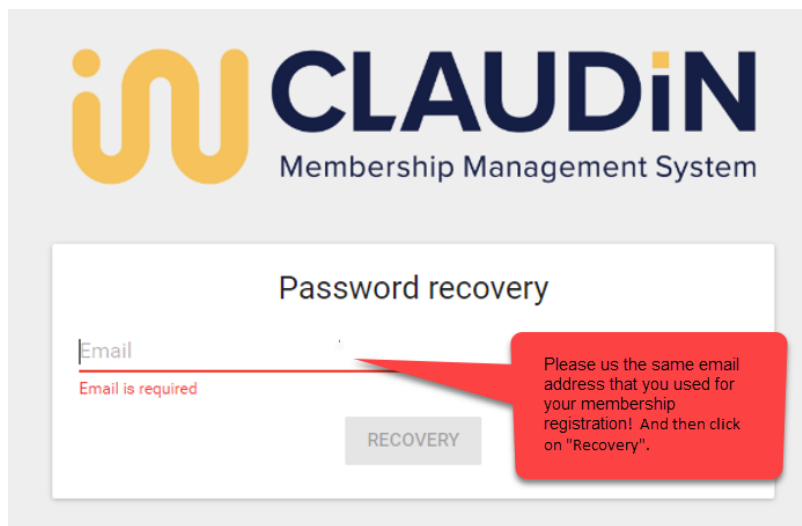


PASSWORD RECOVERY

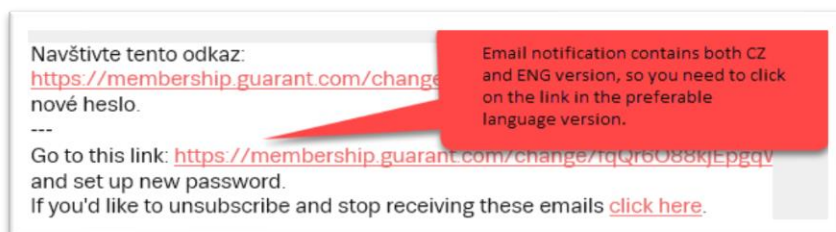
If you joined the society in the past, your membership profile is probably already created. The first step you need to take is to recover your password. Please go to membership system homepage and click on PASSWORD RECOVERY.



Please enter your email address and click on RECOVERY.



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.

CLAUDI*N*
Membership Management System

Change password

Password
Password is required

Password again

CHANGE PASSWORD

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.

English

CLAUDI*N*
Membership Management System

Member Login

Email
Email is required

Password

SIGN IN

FACEBOOK TWITTER LINKEDIN

Registration Password recovery

© GUARANT International spol. s r.o. 2017

USER MENU

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

The image shows a user menu interface with several options and callouts:

- Menu**: A yellow header bar with a close button (X).
- Dashboard**: A callout explains that clicking on **Dashboard** shows a welcome message.
- Association**: A callout explains that clicking on **Detail** displays detailed information about the society.
- Fees and Orders**: A callout explains that clicking on **Fees** displays all offered fees.
- Orders**: A callout explains that clicking on **Order** checks all orders (paid and unpaid). If no record exists, it directs the user to the Fees folder.
- User**: A callout explains that clicking on **Edit** allows the user to complete their profile by entering missing details or editing current ones.
- Languages**: A callout explains that clicking on a respective **flag** (English or Čeština) allows the user to choose their preferred language version.
- Sign out**: A callout identifies the **Sign out** button.

Background text from the interface includes: "an Laryngological Society (ELS) - Waiting for user payment", "ear to 12/31", "2 years to 12/3", "embership - 1 year to", and "Corresponding Membership - 2 years to".

EDITING USER DETAILS

EDIT USER CHANGE USER EMAIL CHANGE USER PASSWORD

Association user

Change name
Nela

Change surname
Test

Gender
 Male
 Female

Date of Birth
1/1/1987

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

If you are junior member, please upload certificate of residence

DROP FILE HERE OR CLICK TO CHOOSE

I do not agree with receiving information from sponsors of the ELS
Yes

Country
Albania

Title
Ms.

Phone
000000000000

Personal address

Change street
Street

Change land registry number Change house number
Land registry number House number

Change city
City

Change ZIP
ZIP

Change country
Select from list

You can enter you **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.

Professional address

Change street
Street

Change land registry number
Land registry number

Change house number
House number

Change city
City

Change ZIP
ZIP

Change country
Start typing your country and select

Change company
Company

Company is not mandatory.

Change Identification number
Identification number

Identification number is not mandatory.

Change VAT ID
VAT ID

VAT ID is not mandatory.

SAVE

RESET

SUBSCRIBE NEWSLETTERS

EDIT USER

CHANGE USER EMAIL

CHANGE USER PASSWORD

Type new email
Email

Type new mail again
Email again

SAVE

RESET

EDIT USER

CHANGE USER EMAIL

CHANGE USER PASSWORD

Type old password
Old password

Type new password
New password

Type new password again
New password again

SAVE

RESET