

Task Card

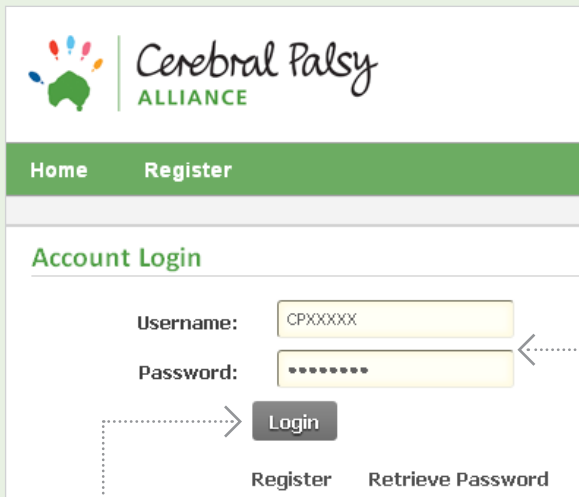
Online Membership Renewal

- Enables members to renew online for one, three or four years
- Can be accessed any time
- Payment confirmation is received instantly via email
- Also make voluntary donation

1

Browse to Membership Portal at
members.cerebralpalsy.org.au/Login.aspx

2



The screenshot shows the Cerebral Palsy Alliance website. At the top left is the logo. Below it is a navigation bar with 'Home' and 'Register'. The main content area is titled 'Account Login'. It contains a 'Username:' field with 'CPXXXXX' entered, a 'Password:' field with dots, a 'Login' button, and links for 'Register' and 'Retrieve Password'.

Enter **User Name** and **Password**

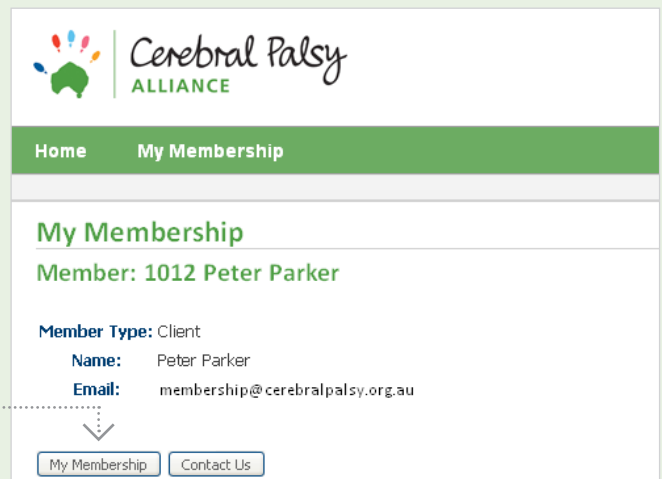
User Name: Begin with CP followed
by Member Code (e.g. CPXXXX)

3

Click **Login**

4

Click **My Membership** button



The screenshot shows the 'My Membership' page. At the top left is the logo. Below it is a navigation bar with 'Home' and 'My Membership'. The main content area is titled 'My Membership' and shows 'Member: 1012 Peter Parker'. Below this, it lists 'Member Type: Client', 'Name: Peter Parker', and 'Email: membership@cerebralpalsy.org.au'. At the bottom are two buttons: 'My Membership' and 'Contact Us'.

Task Card

Online Membership Renewal (cont.)

5 From the Self-Service Portal

Cerebral Palsy ALLIANCE

Member: 1036 - Peter Parker [Return to Cere](#)

Membership Self Service Portal

Welcome Peter,

You have now entered the Member Self Service Portal of the Cerebral Palsy Alliance.

Please select from the buttons below to review your Membership information.

When finished please click the "Close" button to exit.

My Details
Click here to view and update your details that are held in our records.

My Subscriptions
Click here to view and renew your subscriptions.

My Invoices
Click here to view and pay your invoices.

Subscription Client Membership Fee is due to expire on 1/07/2013

Click **My Subscriptions**

Note: Self Service Portal shows when Membership is due for renewal

6 Subscription details are listed in this page

Cerebral Palsy ALLIANCE **MEMNET**

Member: 1036 - Peter Parker [Return to Cerebral Palsy Alliance](#) [Close](#)

My Subscriptions

[Back](#)

Renew These Subscriptions

These are your current subscriptions. Select the subscriptions you would like to pay for and renew online and click **Renew Subscriptions**.

Subscription	Frequency	Amount (Inc Tax)	Start Date	Expires	Finishes	Select to Renew
✓ Client Membership Fee	Annual	\$30.00	16/07/2011	1/07/2013	renews	<input checked="" type="checkbox"/>

[Renew Subscriptions](#)

Check box under **Select to Renew**

Then click **Renew Subscriptions**

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Online Membership Renewal (cont.)

Key points:

Member can change their renewal frequency from “**Change Frequency To**” Drop Down Box.

Following options are available:

- Annual
- Three / Four Years

7 Member: 1036 - Peter Parker Return to Cerebral Palsy Alliance Close

Renew My Subscriptions

Back

Renew Subscriptions

Please confirm that these are the subscriptions wish to renew online. Click **Renew Subscriptions** to enter the secure online payment facility.

Subscription	Frequency	Change Frequency To	Amount (Inc Tax)	Expires
Client Membership Fee	Annual	<div style="border: 1px solid black; padding: 2px;">Stay At: Annual - \$30.00 (Inc Tax) Change to: Three years - \$80.00 (Inc Tax) Change to: Four years - \$100.00 (Inc Tax)</div>	\$30.00	1/07/2013

Renew Subscriptions

Select a value in **Change Frequency To** Drop down box

8 Click **Renew Subscriptions**

Key points:

Voluntary Donation Amount:

- Members are able to make a Voluntary Donation, whilst renewing their membership

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Online Membership Renewal (cont.)

In **Renew My Subscription** window:

8a Voluntary Donation Amount – (optional)

Member: 1036 - Peter Parker

Renew My Subscriptions

Donation Amount:

Purchase Details

Item Description	Item Amount
Client Membership Fee Annual From 1/07/2013 To 30/06/2014	\$30.00
Donation Made to CPA	\$30.00
Total:	\$60.00

Enter amount in here, if making a donation

8b Credit card details

Please Enter Your Card Details

Card Type:

Card Number:

Expiry: Month: Year:

Name on Card:

CCV:

Enter Credit Card Details

Then click **Pay Now**

9 Review details

Member: 1036 - Peter Parker [Return to Cerebral Palsy Alliance](#) [Close](#)

Renew My Subscriptions [Back](#)

Purchase Details

Item Description	Item Amount
Client Membership Fee Annual From 1/07/2013 To 30/06/2014	\$30.00
Donation Made to CPA	\$30.00
Total:	\$60.00

Please Check Your Card Details

Please check that your credit card details are correct.
If your details are correct, please click the "Complete Payment" button once only to complete this transaction.

Card Type: VISA (0.00 % service fee)
Card Number: 4242424242424242
Expiry: Month:02 Year:15
Name on Card: peter parker
CCV: 123

[Edit Details](#)

Click **Complete Payment**

10 Member will subsequently, receive an email with the receipt attached:

- Receipt will have a details of type of transaction and amount