

Paying for Multiple Memberships Online

This document deals with Paying for Multiple Memberships Online
*** In order to do this, you must be logged into the website

Step 1:
Click the 'Payments / Invoices' icon from the toolbar

Example Shown circled in red below

[Home](#) [Teams](#) [Payments / Invoices](#) [Change Your Password](#) [Edit Your Profile](#) [Logout](#)

Step 2:
Click on the 'New Invoice' link

Example Shown circled in red below

[Invoice History](#) [New Invoice](#)
[Order Status](#) [Order Number](#)

You will be redirected to a new window to build your invoice (see example below)

Invoice

Description	Price	<input type="button" value="Clear Invoice"/>
Price does not include any processing fees		

Add to invoice

Member:	<input type="text"/>	<input type="button" value="Add Member Fee To Invoice"/>
Team :	<input type="text"/>	<input type="button" value="Add Team Fee To Invoice"/>
Individual League:	Select Member <input type="text"/> Select League to register for: <input type="text" value="Women (Winter)"/> <input type="button" value="v"/>	<input type="button" value="Add Individual League Fee To Invoice"/>

Step 3:
Type in the member's name you wish to pay for (see example below).

Price does not include any processing fees	
Member:	daph
Team :	Daphne Blake (4518) mysterymachine@mods.mb.ca (daphne) <input type="button" value="✓"/>
Select Member	

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Step 4:

Select the correct member's name for the list of names (see example below).

***Even if there is only one name you must select it

Price does not include any processing fees |

Member:	Daphne Blake	✓
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Step 5:

Click the 'Add Member Fee to Invoice' button (as shown below circled in red).

***If you select a member that is already on your invoice, you will receive an error

***If you select a member that has already been paid, you will receive an error

✓	Add Member Fee To Invoice
	Add Team Fee To Invoice

Your invoice will be automatically updated with the member information for the member you have selected to pay for (see example below).

Daphne Blake #4518	\$ 25.00	Remove
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Step 6:

For each member you wish to pay for, repeat steps 3, 4 and 5.

***If you wish to remove an item from your cart click on the 'Remove' button

Step 7:

When you have completed adding all the members you wish to pay for to the invoice, click the 'Checkout Now' button (as shown below circled in red).

[Invoice History](#) [Build / Update Invoice](#)

Paying for:

Description	Price	Clear Invoice
Velma Dinkley #4511	\$ 25.00	Remove
Daphne Blake #4518	\$ 25.00	Remove
Price does not include any processing fees	Checkout NOW	

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You will now be directed to a page to enter your payment information (see example on next page). At the top of the screen you will see the list of items you are paying for and the cost of those items including processing fees. At the bottom of the screen you will see the billing information.

***If you had entered in your address in your profile, the billing information will be automatically populated.

***If you had not entered in your address on the profile screen you will need to enter it now.

Description	Price
Velma Dinkley #4511	\$ 25.00
Daphne Blake #4518	\$ 25.00
Sub Total Amount (CAD)	\$ 25.00
Online Payment Fees Amount (CAD)	\$ 1.38
Grand Total Amount (CAD)	\$ 36.38

Billing Information

Name
Phone Number
Address Line 1
Address Line 2
City
Province
Postal Code
Email



[Learn More](#)

Total Amount to pay (CAD) \$ 36.38

Payment Method

Name on card

Card Number

Credit Card Type

Number on back of card

Expiration Date

Comments

***If you need to make a change to the invoice click on the 'Build / Update Invoice' link (as shown below circled in red). to return to the previous screen.

[Invoice History](#) [Build / Update Invoice](#)

Payment Information

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Step 8:

Select your desired method of payment from the 'Payment Method' drop down list (as shown below circled in red).

Total Amount to pay (CAD) \$ 20.00

Payment Method **CreditCard (+ \$0.35 + 2.89%)**

Name on card

Card Number

Credit Card Type MasterCard

Number on back of card

Expiration Date 01 2009

Comments

Step 9:

Enter in your card information and any comments you may have in regards to your payment (see example below).

Payment Method CreditCard (+ \$0.35 + 2.89%)

Name on card Norville Rogers

Card Number 4003050500040005

Credit Card Type MasterCard

Number on back of card ●●●●

Expiration Date 10 2011

Comments

***If you select to pay by Credit Card, please select the correct Credit card from the 'Credit Card Type' drop down list (as shown below circled in red).

Card Number 4003050500040005

Credit Card Type **MasterCard**

Number on back of card

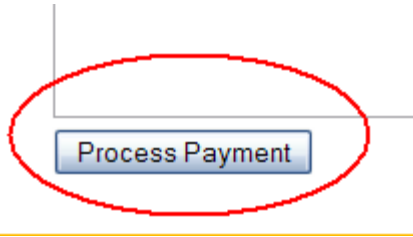
Expiration Date

Comments

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Step 10:

Click on the 'Process Payment' button (as shown below circled in red) to proceed with the payment process.



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7 Common Errors you may encounter with Paying Online with a Credit Card or INTERAC Online:

1. If you are paying by Credit Card and you enter in an Invalid Card Number, you will receive an error (as shown below).

Invalid Card Number

2. If you are paying by Credit Card and you enter in an Invalid Expiration Date, you will receive an error (as shown below).

• Invalid expiration year

3. If you are paying by Credit Card and you enter in an Invalid CVD, you will receive an error (as shown below).

• Invalid card CVD

4. If you are paying by Credit Card and you do not enter in a card owner name, you will receive an error (as shown below).

• Card owner name is missing

5. If you are paying by Credit Card and you enter in a Credit Card that is Declined, you will receive an error (as shown below).

Declined

6. If you are paying by INTERAC Online and your Card is Declined, you will receive an error (as shown below).

Payment declined

7. If you are paying by a secure Credit Card such as Verified by Visa or MasterCard Secure Code, you will be redirected to page to enter in your password (as shown below).

Verified by VISA **MasterCard. SecureCode.**

Password Protection

Merchant Name: Manitoba Organization of Disc Sports
Date/Time: 2/28/2020 1:23:40 PM
Amount: \$11.00
Card Number: XXXX XXXX XXXX 3312
Personal Message:
Visa/MC Password: [Forgot your password?](#)

Submit **Cancel**

If you cancel the password verification or enter in incorrect information on the Verified by Visa or MasterCard Secure Code site, you will receive an error (as shown below).

Cardholder could not be authenticated (1143)

Paying for Multiple Memberships Online

If you are paying by credit card the payment is processed automatically and when the transaction is completed successfully you will be directed to page that indicates the success of the transaction (as shown below).

[Invoice History](#) [Build / Update Invoice](#)

Your transaction is Successful

Transaction Id : 10000007
Order Number : 36233
Transaction Amount : 20.95(CAN)
Message ID : 1
Message Text : Approved
Transaction Date : 3/23/2009 7:02:53 PM

Payment Information

Description	Price
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If you are paying by INTERAC Online you will be directed to a page to select your banking institution and enter your banking information (as shown below).

Interac
Online

PAYMENT DETAILS

PAY TO Manitoba Organization of
INVOICE NO 36233
AMOUNT \$20.95 CAN

Click to choose your Financial Institution:

BMO Bank of Montreal **RBC** Royal Bank **Scotiabank**
TD Canada Trust

To cancel and return to Manitoba Organization of:

CANCEL

Click on your financial institution and log into your banks website to complete the Online payment steps as dictated by your financial institution.

Paying for Multiple Memberships Online

Once the transaction is completed successfully (by INTERAC Online) you will be directed to page that indicates the success of the transaction (as shown below).

[Invoice History](#) [Build / Update Invoice](#)

Your transaction is Successful

IO Institution : [RBC RoyalBank](#)
IO Confirmation Code : [RBC RoyalBank](#)
Authorization Code : 660281
Message ID : 1
Message Text : Approved
Transaction Date : 2009-08-04 09:40 PM

Payment Information

Description	Price
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Step 11:

Whether you have used a Credit Card or INTERAC Online, when the transaction has been completed, a purchase receipt will be mailed to the email account listed on the invoice (as shown below).

Purchase Receipt Inbox | X

★ **Manitoba Organization of Dis Sports** to Norville

MODS PURCHASE RECEIPT

Order Date: 2/08/2009 12:03:46 PM
Order Number: 38140
Bank Auth Number: TEST
Order Total: 41.92

Name on Card: Norville Rogers
Email Address: mysterymachine@mods.mb.ca

BILL TO: