

## Paying for Your Individual Membership Online

This document deals with Paying for Your Individual Membership Online

\*\*\* In order to do this, you must be logged into the website

Step 1:

Click the 'Edit Your Profile' icon from the toolbar

Example Shown circled in red below

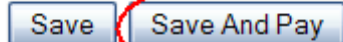


Home Teams Payments / Invoices Change Your Password **Edit Your Profile** Logout

Step 2:

Scroll down to the bottom of the profile screen and click on the 'Save and Pay' button

Example Shown circled in red below



Save **Save And Pay**

Step 3:

Verify that your membership account shows up on the list of items you are paying for and click on the 'Checkout NOW' button (as shown below circled in red).

Invoice History Build / Update Invoice

Paying for:

Description	Price	Clear Invoice
Norville Rogers #4514	\$ 88.00	Remove
Price does not include any processing fees		<b>Checkout NOW</b>

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.

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Description	Price
Norville Rogers #4514	\$ 25.00
Sub Total Amount (CAD)	\$ 25.00
Online Payment Fees Amount (CAD)	\$ 0.00
Grand Total Amount (CAD)	\$ 25.00

### Billing Information

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



[Learn More](#)

Total Amount to pay (CAD) \$ 25.00

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

Step 4:

Select your desired payment method from the drop down list (as shown below circled in red)

Total Amount to pay (CAD) \$ 25.00

Payment Method

Name on card

Card Number

Credit Card Type

Number on back of card

Expiration Date

Comments

## Paying for Your Individual Membership Online

### Step 5:

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	MasterCard
Expiration Date	Visa
Comments	American Express

### Step 6:

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

	Process Payment

## Paying for Your Individual Membership Online

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: \$41.00

Card Number: XXXX XXXX XXXX 3312

Personal Message:

Visa/MC Password:

[Forgot your password?](#)

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 Your Individual Membership 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 :38233  
Transaction Amount :20.00(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** 38233  
**AMOUNT** \$20.00 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 Your Individual Membership 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 : 600291  
Message ID : 1  
Message Text : Approved  
Transaction Date : 2009/08/04 09:42 PM

### Payment Information

Description	Price
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Step 7:

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: 2009/08/04 09:42 PM  
Order Number: 30140  
Bank Auth Number: 7007  
Order Total: 41.92

Name on Card: Norville Rogers  
Email Address: [mysterymachine@mods.mb.ca](mailto:mysterymachine@mods.mb.ca)

BILL TO: