

## USER MANUAL FOR MEMBERSHIP SYSTEM CURRENT MEMBERS

### PASSWORD RECOVERY STEPS

If you have previously joined the ESPA society, your membership profile may already be created. To regain access, follow these steps to recover your password.

1. **Access Membership System Homepage:**
  - Open your web browser and go to the ESPA membership system homepage:  
<https://espa.gmem.eu/page/home>.
2. **Click on "User Login":**
  - In the right upper corner of the homepage, locate and click on "User login."
3. **Enter Email Address:**
  - Type the email address associated with your ESPA membership profile.
  - Click "Next" to proceed.
4. **Password Recovery Options:**
  - a. **Option 1: Password Sent to Email (First Time Attempt):**
    - If it's your first attempt, your password will be sent to the email address linked to your ESPA membership profile.
    - Check your email for the password and use it for login.
    - After logging in, you can change your password in your profile settings.
  - b. **Option 2: Lost Password:**
    - If you need to recover your password again, click on "Forgotten your password? Click here."
    - A new password will be sent to your email address.
    - After logging in, you can change the password in your profile settings.

8:46:46 CET

User login



Home Members Registration Form Website

Home

<p>Email:</p> <input type="text" value="info@euroespa.com"/>	<p>Password:</p> <input type="password"/>
<p><input type="button" value="Close"/> <input type="button" value="Next"/></p>	<p><a href="#">Forgotten your password? Click here</a></p> <p><input type="button" value="Close"/> <input type="button" value="Login"/></p>

## USER MANUAL FOR MEMBERSHIP SYSTEM CURRENT MEMBERS

### USER MANUAL: MAIN MENU NAVIGATION

The Main Menu is comprised of buttons situated within the blue navigation bar. This section serves as a gateway to essential features, including the e-shop and Video Archive, with exclusive access granted to paid members.

#### Navigation Steps:

1. Locate the Blue Line:
  - Identify the blue line at the top of the screen, which contains the Main Menu buttons.
2. Explore E-Shop:
  - Click on the "E-Shop" button to access ESPA Membership Fees.
3. Video Archive Access (Paid Members Only):
  - If you are a paid member, find and select the "Video Archive" option.
  - This exclusive section is dedicated to valuable content available only to paid members.



### EDITING USER DETAILS

1. **Access Personal Data:**
  - Navigate to your personal page within the ESPA platform.
2. **View Main Information:**
  - Primary details are visible on the "Personal Data" page.
3. **Edit Additional Information:**
  - For further information provided during registration, visit the "Personal Details Edit" page.
4. **Modify Fields:**
  - You can change all fields on the "Personal Details Edit" page except for your name and email address.
5. **Name and Email Address Edits:**
  - If you need to edit your name or email address, please contact the ESPA secretariat at [info@euroespa.com](mailto:info@euroespa.com).



[Personal data](#)

[Orders](#)

[Change password](#)

[Personal Details Edit](#)

#### Personal Details Edit

**Personal Information**

Title before the name

Firstname\*

Surname\*

Title after the name

## USER MANUAL FOR MEMBERSHIP SYSTEM CURRENT MEMBERS

### FEES AND ORDERS

Please choose your membership fee and click on CONTINUE. Please note that it is possible to choose only one fee in one order.

[Home](#) [ESPA Membership Fees](#) [Website](#)

<input checked="" type="radio"/>	1 Year Membership 2024 - Active	50,00 EUR
<input type="radio"/>	1 Year Membership 2024 - Reduced (Low-income countries)	30,00 EUR

Continue

Please enter your Billing Address, which will be used for the payment confirmation, and click on ORDER.

**Invoice details**

Company/Name

City:

Street:

Postcode:

Country:

ID:

TAX ID:

Back

Order

Once you click on ORDER, a page with orders will appear. You may choose from three payment methods: PAY ONLINE, PAYPAL and DOWNLOAD THE ADVANCE INVOICE which allows you to pay via BANK TRANSFER.

25.01.2024 18:31

Waiting to be paid

1 Year Membership 2024 - Reduced (Low-income countries)	30 EUR
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Total to be paid: 30,00 EUR


[Download the advance invoice](#) [Pay online](#) [PayPal](#)

## USER MANUAL FOR MEMBERSHIP SYSTEM CURRENT MEMBERS

### CREDIT CARD PAYMENT STEPS

1. **Select "PAY ONLINE":**
  - Choose the "PAY ONLINE" option on the payment page after placing your order.
2. **Redirection to Bank Payment Gateway:**
  - Upon selecting credit card payment, you will be automatically redirected to the bank's payment gateway.
3. **Language Adjustment:**
  - If the English language is not displayed automatically, locate the language settings in the left bottom corner.
  - Adjust the language to your preference.
4. **Email Notification:**
  - Simultaneously, you will receive an email notification with payment details.

Note: If you decide to pay via bank transfer instead, you can disregard these steps.



Secure online payment

We never share your payment credentials with merchants. Please make sure that you are on [platebnibrana.csob.cz](https://platebnibrana.csob.cz) by checking the address bar and indication of secure connection in your browser.

Card number      Validity      CVC/CCV

Pay EUR 90.00

masterpass

If the English or any other preferable version is not displayed automatically, you can select any of the available language versions simply by clicking on the respective flag.

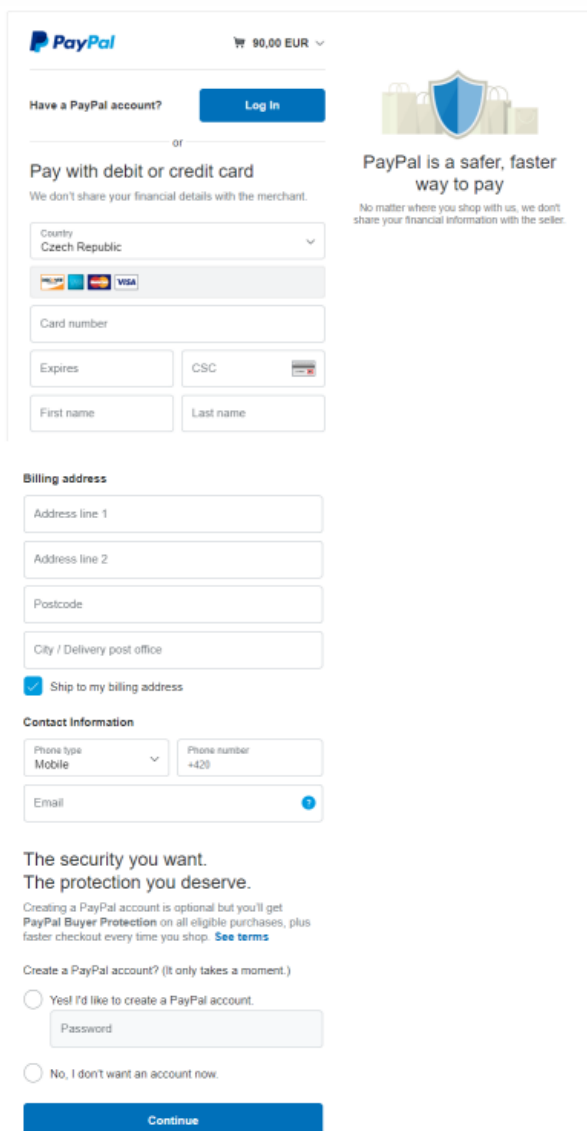
Online card payment with CSOB is secure. We never share your card number or any other transaction details with merchants, all our systems run in a secure banking environment. Please make sure your card supports online payments before you start. Your online payments are more secure with the 3D Secure technology that allows you to securely authenticate every single transaction. Please check the availability of 3D Secure for your card with your card issuer.

## USER MANUAL FOR MEMBERSHIP SYSTEM CURRENT MEMBERS

### PAYPAL PAYMENT STEPS

When choosing the PayPal payment option, you will be redirected to the PayPal webpage to complete the transaction. Follow the steps below for a seamless payment experience.

1. **Select "PAYPAL":**
  - Choose the "PAYPAL" option on the payment page after placing your order.
2. **Redirection to PayPal Webpage:**
  - Upon selecting PayPal, you will be automatically redirected to the PayPal webpage.
3. **Log into PayPal:**
  - Log in to your PayPal account using your credentials.
4. **Review and Confirm:**
  - Review the payment details and confirm the transaction within the PayPal interface.
5. **Return to Merchant's Site:**
  - After completing the payment on PayPal, you will be redirected back to the merchant's site.




The screenshot displays the PayPal checkout interface. At the top, the PayPal logo and a shopping cart icon showing '90.00 EUR' are visible. Below this, there are options to 'Log In' or 'Pay with debit or credit card'. The 'Pay with debit or credit card' section includes a dropdown for 'Country' (set to 'Czech Republic'), a row of card logos (MasterCard, Visa, American Express), and input fields for 'Card number', 'Expires', 'CSC', 'First name', and 'Last name'. A 'Billing address' section follows with fields for 'Address line 1', 'Address line 2', 'Postcode', and 'City / Delivery post office'. A checkbox labeled 'Ship to my billing address' is checked. The 'Contact Information' section has fields for 'Phone type' (set to 'Mobile'), 'Phone number' (with a '+420' prefix), and 'Email'. A security notice states 'The security you want. The protection you deserve.' and mentions 'PayPal Buyer Protection'. At the bottom, there are radio buttons for 'Yes! I'd like to create a PayPal account.' (selected) and 'No, I don't want an account now.', with a 'Continue' button at the very bottom.


## USER MANUAL FOR MEMBERSHIP SYSTEM CURRENT MEMBERS


### BANK TRANSFER PAYMENT STEPS:

When opting for bank transfer as the payment method, follow these steps to download the advance invoice and use the QR code for seamless payment. Additionally, an email notification with payment details is provided for your convenience.


1. **Select "DOWNLOAD THE ADVANCE INVOICE":**
  - Choose the "DOWNLOAD THE ADVANCE INVOICE" option on the payment page after placing your order.
2. **Invoice Download:**
  - Clicking the option will initiate the download of the advance invoice containing all payment details.
3. **Payment Using QR Code:**
  - Open the mobile application of your bank.
  - Select the payment option with the QR code.
4. **Scan QR Code:**
  - Use your mobile application to take a picture of the QR code provided on the advance invoice.
5. **Review Payment Details:**
  - Confirm that all details are displayed accurately in the payment details section of your mobile banking application.
6. **Email Notification:**
  - Simultaneously, you will receive an email notification with the same payment details.
  - Continue with your usual bank transfer process using the information from the email.

 25.01.2024 18:31

 Paid

 1 Year Membership 2024 - Reduced (Low-income countries)	30 EUR
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Total paid: **30,00 EUR**

 Download invoice