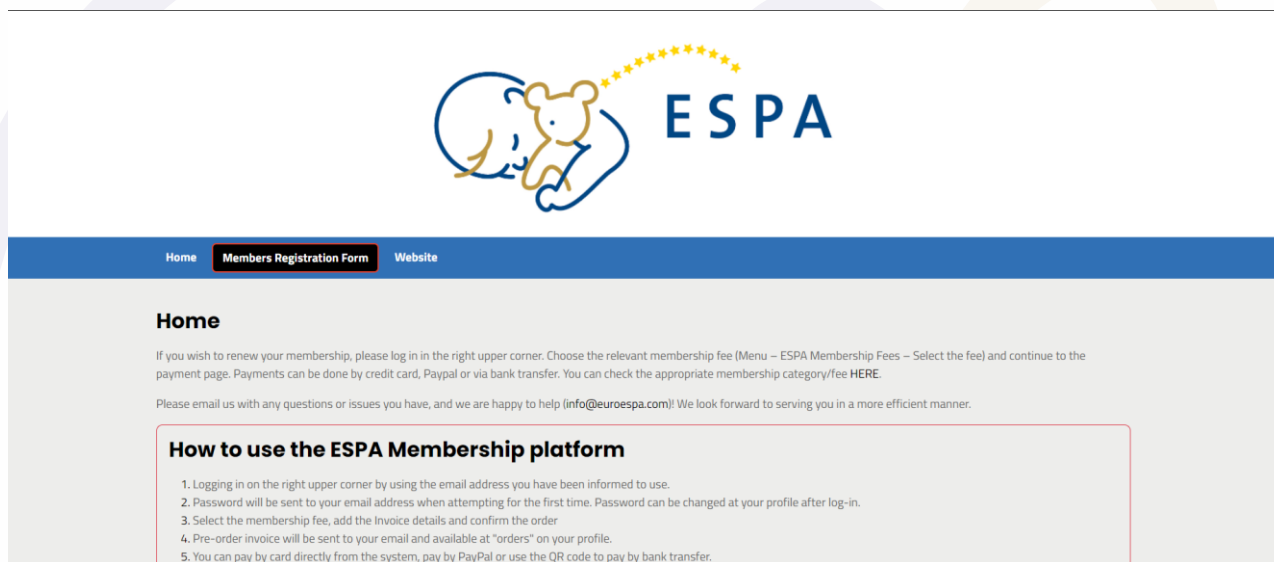


## USER MANUAL FOR MEMBERSHIP SYSTEM NEW MEMBERS

### NEW MEMBER'S REGISTRATION

To become a member, follow the steps outlined below to access the "Members Registration Form" on the membership system homepage.



### Please fill in your profile:

#### Members Registration Form

##### Personal Information

Title before the name	<input type="text"/>
Firstname*	<input type="text"/>
Surname*	<input type="text"/>
Title after name	<input type="text"/>
Email*	<input type="text"/>
This email address will be used for logging in to your profile. It will be also used as the primary email address for further communication.	
Gender*	<input type="text"/>

### Notes:

During the registration process, it is essential to provide consent for Personal Data Processing in compliance with GDPR. Additionally, the option to subscribe to newsletters related to Association matters is presented as an optional choice.

## USER MANUAL FOR MEMBERSHIP SYSTEM NEW MEMBERS

### Logging into the Platform

After successfully submitting your registration, follow these steps to log into the platform and proceed with ESPA Membership Fee selection.

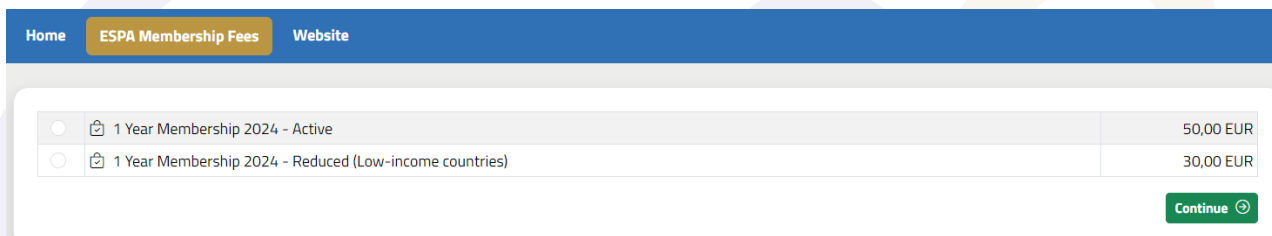
#### Login and Membership Fee Selection Steps:

1. **Access Login Section:**
  - After submitting your registration, locate the login section on the platform's homepage.
2. **Enter Email Address:**
  - Add your registered email address in the designated field.
3. **Password Retrieval (First Time):**
  - For the first login attempt, click on the appropriate option to retrieve your password.
  - A password will be sent to your email address.
4. **Change Password (Optional):**
  - After the initial login, you have the option to change your password. This can be done in your profile settings.
5. **Navigate to ESPA Membership Fees:**
  - Once logged in, go to the page labeled "ESPA Membership Fees."
6. **Choose Membership Fee:**
  - Explore the available membership fees and choose the one that suits your preferences or requirements.
  - Check your email for the sent password.
  - Explore the available membership fees and choose the appropriate one based on your preferences or membership level.

## USER MANUAL FOR MEMBERSHIP SYSTEM NEW 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.



<input 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:

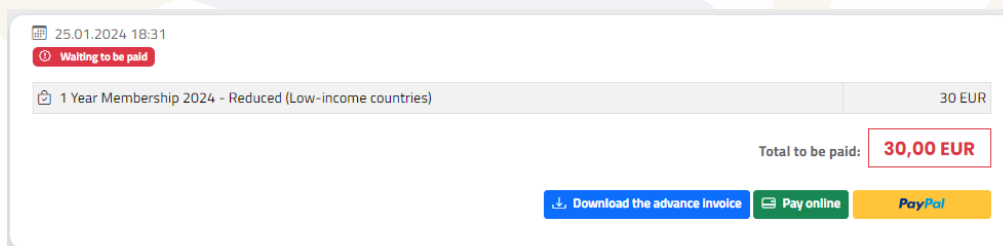
Country:

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 NEW 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

CSOB

1x payment\_4269  
EUR 90.00

**EUR 90.00**

[Cancel payment and return to the shop](#)

membership.guarant.com  
Na Pankráci 1685/17  
14000 Praha - Nusle  
+420 284 001 444  
info@guarant.cz  
www.membership.guarant.com

Card number      Validity      CVC/CVV

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.**

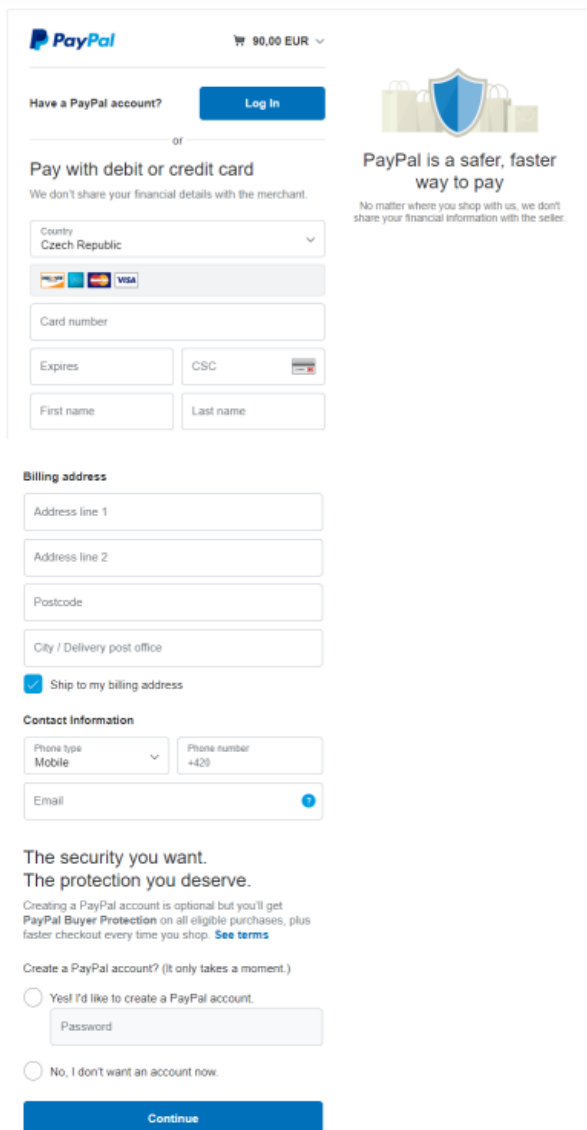
Online card payment with CSOB is secure. We never share your card numbers or any other transaction details with merchants, all our systems run in a secure banking environment. Please make sure your card supports online payments before you start. Your online payments are more secure with the 3D Secure 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 NEW 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 currency selector showing '90,00 EUR' are visible. Below this, there is a section for existing users with a 'Log In' button. A separator 'or' leads to the 'Pay with debit or credit card' section, which includes a statement: 'We don't share your financial details with the merchant.' The card payment section contains a dropdown for 'Country' (set to 'Czech Republic'), a row of card logos (MasterCard, American Express, Visa), and input fields for 'Card number', 'Expires', 'CSC', 'First name', and 'Last name'. To the right of these fields is a promotional graphic for PayPal's security. Below the card section is the 'Billing address' section with input fields for 'Address line 1', 'Address line 2', 'Postcode', and 'City / Delivery post office', followed by a checked checkbox for 'Ship to my billing address'. The 'Contact Information' section includes a 'Phone type' dropdown (set to 'Mobile'), a 'Phone number' field (prefixed with '+420'), and an 'Email' field. At the bottom, a section titled 'The security you want. The protection you deserve.' explains 'PayPal Buyer Protection'. It offers two options: 'Yes! I'd like to create a PayPal account.' (selected) with a 'Password' field, and 'No, I don't want an account now.' A blue 'Continue' button is at the very bottom.

## USER MANUAL FOR MEMBERSHIP SYSTEM NEW 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

Total paid:

30,00 EUR

Download invoice