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## ABG Online Payment Guide

The Australasian Brachytherapy Group has introduced a method of paying for membership online. The payment system uses a secure process that allows members to pay for membership with a credit card or with PayPal. A PayPal account is not required if paying with credit card.

Please follow the steps below to complete the membership payment.

1. Browse to the Membership page on the ABG Website.
2. Select the membership option from the drop down list.



3. Click the *Pay Now* button to proceed with the membership payment. You will be transferred to the PayPal secure website.
4. A summary of the membership option that you selected will be displayed.



5. Under the "Description", fill in the box with your name as a payment reference for your membership.



6. You now have two options for payment, credit card or PayPal. Select the credit card option or login to your PayPal account.

The screenshot shows two side-by-side panels. The left panel is titled "Guest checkout" and contains the text "Enter your personal and credit or debit card information." Below this are the logos for VISA and MasterCard, and a "Continue" button. The right panel is titled "PayPal" and contains fields for "Email:" and "Password:", a "Log In" button, and a link for "Forgot email or password?".

For this example we will pay with a credit card. Click the "Continue" button to proceed.

7. You will then be presented with a typical credit card billing information page. Fill in the details and click the "Review Order and Continue" button.

The form is titled "Enter your billing information" and includes the following fields: Country (dropdown menu set to Australia), First Name, Last Name, Credit Card Number, Payment Type (with VISA and MasterCard logos), Expiry Date (mm / yy), CSC (dropdown menu), Billing Address Line 1, Billing Address Line 2 (optional), Town/City, State/Territory (dropdown menu), Postcode, Home Telephone, and Email. A "Review Order and Continue" button is located at the bottom right.

8. A summary of your membership option and the billing information will be displayed. Please review this information and then click the "Pay Now" button.

The page is titled "The Australasian Brachytherapy Group Incorporated" and "Review your payment". It features the PayPal logo and "Secure Payments" icon. Below the header, it says "If the information below is correct, click Pay Now to complete your payment." A table displays the order details:

Description	Unit Price	Quantity	Amount
Mr Ryan Smith	\$55.00	1	\$55.00
Membership Options: Full Membership (1 year)			

Below the table, there is a link "Add special instructions to seller". A summary row shows "Total: \$55.00 AUD" and a "Pay Now" button. At the bottom, the "Payment Method" is listed as "VISA Credit/Debit Card : Visa XXXX-XXXX-XXXX-XXXX" for "\$55.00 AUD". A note states "This credit card transaction will appear on your bill as 'AUSTRALASIA'." and a "Change" link is provided.

9. Once payment has been accepted you will be redirected back to the ABG website.