



# ASCC On-line Payments User Guide

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This guide explains how to pay your annual subscription renewal online, through the ASCC website. You will need your ASCC Member Username and password.

If you need help with username or password information, email or call either one of the ASCC Web Administrators or the Membership Registrar.

On-line Payments are processed through PayPal using either your PayPal account (if you have one) or your credit card. You don't need a PayPal account to pay on-line. Three Cards are accepted: American Express, MasterCard and Visa.

## OVERVIEW OF ONLINE PAYMENT PROCESS

The following steps provide an overview of the on-line payment process. A more detailed step by step guide is provided at the end of the overview.

1. Log in to the ASCC Members Area of the website
2. From the Member Options on the right of your screen, click on *Pay membership fee*
3. Check your contact details
4. Select your subscription and fee options
5. Choose your payment method (PayPal account or Credit Card)
6. Process your payment (the PayPal system returns you to the ASCC website when your payment has been accepted)
7. Your subscription has been renewed. At this point you may log off if you are finished, or you may view your payment record.
8. To view your payment record: From the Member Options on the Members page, click on the Payments option (NB Not the Pay my membership fee option). You will be transferred to a screen showing your payment and a receipt number.



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*The screen shots in this user guide were taken using a notebook computer operating Microsoft Windows 10 and Microsoft Edge. There may be slight differences between the appearance of these screen shots on computers using other operating systems or internet browsers. However, PayPal payments are successfully used worldwide by millions of users, using different platforms and devices, so any slight differences in screen appearance should not affect your ability to complete an online payment.*

## DETAILED STEP-BY-STEP GUIDE TO ON-LINE PAYMENTS

The following pages provide a more detailed step by step guide to on-line payment.

### Step 1. Login to the ASCC Members Area of the website.

The ASCC website address is [www.armstrongsiddeley.org.au](https://www.armstrongsiddeley.org.au)

Click on the **Login** box at the top right of the Home page. If this is your first login, you will need to enter your Username and password. (These details may be pre-filled if you have previously accessed the Members Area of the website.) For first time users, your Username is your first initial and family name followed by your 4-digit member number (no spaces) and the password will have been sent to your email address in a system-generated email.

[Contact the Membership Registrar if you need to reset your password.](#)

### Step 2. From the Member Options on the right of your screen, (See arrow) click on **Pay membership fee**

The screenshot shows the 'Pay Membership Fee' page on the ASCC website. The page title is 'Pay Membership Fee'. Below the title, it states: 'Payments are processed through [PayPal](#) and can be paid using either of the following:'. There are four payment method icons: PayPal Account, MasterCard, VISA, and American Express. Below these icons, it says: 'To pay using a card, simply select 'Pay by card' on the next page.' and 'Before continuing, if any of the information below is incorrect, please [update your membership details](#).' There is a form with two fields: 'Name' (with 'Your Name' as a placeholder) and 'Membership number' (with 'Your Number' as a placeholder). On the right side, there is a 'Member options' sidebar with a list of links: 'Membership details', 'Family membership', 'Pay membership fee', 'Cars', 'Club points', 'Competition results', 'Payments', 'Events calendar', 'Events list', 'Classified ads', 'Forums', and 'New letters'. A red arrow points to the 'Pay membership fee' link in the sidebar.



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You should now see the screen below:

The screenshot shows a web browser window with the title 'The Armstrong Siddeley Car Club'. The page is titled 'Pay Membership Fee' and includes a navigation bar with links: Home, About, Membership, Committee, Events, Photos, Links, Restoration, Classifieds, Contact, Regalia, Models, Parts, Cars & Parts - International, and Members. The main content area shows the 'Pay Membership Fee' section with a note that payments are processed through PayPal and can be paid using either of the following: PayPal Account, MasterCard, VISA, or American Express. Below this, there is a form to enter contact details. The form fields are: Name (Your Name), Membership number (Your Number), Email address (Your Email), Contact number (Your Number), Address (Your Address), Membership type (a dropdown menu), and Total (\$ 0.00). A sidebar on the right lists 'Member options' including: Membership details, Family membership, Pay membership fee, Cars, Club points, Competition results, Payments, Events calendar, Events list, Classified ads, Forums, Newsletters, Meeting minutes, Technical resources, Library, Club constitution, Members list, Change password, and Logout. At the bottom of the form, there is a 'Continue...' button.

### Step 3. Check your Contact details.

If you do not need to make any changes, go to Step 4.

Check that your name, membership number, contact number and address are all listed correctly. If you need to make changes, you may either make them after you have completed your online payment, or you may change them immediately by clicking on the [update your membership details](#) link. If you choose to make any changes immediately, you will be transferred to your personal details screen. After saving your changes you will need to start from the beginning of step 2 to complete your online payment.



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Now that your details are correct, and you have returned to this screen after saving any changes, continue to Step 4.

### Step 4. Select your Subscription and fee options.

Click on the Membership Type drop down box (see arrow) and select the Basic Subscription

Before continuing, if any of the information below is incorrect, please [update your membership details](#).

Name	Your Name
Membership number	Your Number
Email address	Your Email
Contact number	Your Number
Address	Your Address
Membership type	2022 Basic Subscription \$72
Total	

After making your payment, please wait for PayPal to return you to this site so your membership can be updated with details of this transaction.

☐ I understand

[Continue...](#)

[Payments](#)  
[Events calendar](#)  
[Events list](#)  
[Classified ads](#)  
[Forums](#)  
[Newsletters](#)  
[Meeting minutes](#)  
[Technical resources](#)  
[Library](#)  
[Club constitution](#)  
[Members list](#)  
[Change password](#)  
[Logout](#)

[Home](#) | [About](#) | [Membership](#) | [Committee](#) | [Events](#) | [Photos](#) | [Links](#) | [Restoration](#) | [Classifieds](#) | [Contact](#) | [Regalia](#) | [Models](#) | [Parts](#) | [Cars & Parts - International](#)

Once your basic subscription is selected, the Membership options will appear on the screen as shown below (see arrow).



The screenshot shows a web browser window with the URL <https://test.armstrongsiddeley.org.au/members-area/pay-membership-fee.php>. The page contains a form for updating membership details. A red arrow points to the 'Membership options' section.

<b>Name</b>	Your Name
<b>Membership number</b>	Your Number
<b>Email address</b>	Your Email
<b>Contact number</b>	Your Number
<b>Address</b>	Your Address
<b>Membership type</b>	2022 Basic Subscription \$72 ▼
<b>Membership options</b>	<input checked="" type="checkbox"/> Family Member(s): \$12.00 Quantity: 1 <input type="checkbox"/> Printed & Posted Magazine: \$72.00
<b>Total</b>	<b>\$ 84.00</b>

After making your payment, please wait for PayPal to return you to this site so your membership can be updated with details of this transaction.

☒ I understand

[Continue...](#)

Right sidebar links: Payments, Events calendar, Events list, Classified ads, Forums, Newsletters, Meeting minutes, Technical resources, Library, Club constitution, Members list, Change password, Logout.

To select the optional printed magazine fee, simply check the box next to that option.

To select the family membership option, simply check the box and enter the number of family memberships.

In the screen above, one family member has been selected, which automatically increased the amount payable by \$12. The printed magazine fee option is not selected, but if it were selected, the Printed Magazine option would automatically increase the amount payable by a further \$72 to a total of \$156.

Once you have selected your Subscription and Fee options, click on the check box at the foot of the screen to acknowledge that you understand you will be returned to the ASCC website after you have completed your payment through PayPal.

Click [Continue](#).

You will then be transferred to PayPal to choose your payment method.



## Step 5. Choose your Payment Method.

The screen you see next depends on whether you are already a PayPal customer and if so, whether you have activated PayPal's Trusted Device option. If you are using your PayPal trusted device, you will skip the PayPal screen below and proceed to Step 6.

PayPal customers should enter their PayPal Email or Mobile Customer identification and click **Next**. You will then proceed to Step 6.

If you are not a PayPal customer, and you do **not** want to create a PayPal account, DO NOT ENTER EMAIL or MOBILE NUMBER. Simply click **Pay with a Card** (see arrow). You will be taken to the Guest PayPal screen to enter your credit card details.



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### Step 6. Process Your Payment.

This step will differ depending on your payment choices.

As a trusted device PayPal customer, you will see the payment confirmation screen and click **Pay Now**.

---OR---

As a PayPal customer without a trusted device, you will be taken to the PayPal Payment method screen where you will see all your PayPal registered bank and credit Card accounts listed. Choose your preferred payment method and click **Pay Now**.

---OR---

As a Guest user you will see the screen below, which provides for a choice of payment method.

*Note: This screen is shown as two screenshots. Unless you are using a computer with a large screen, you will need to scroll down on your device to see the bottom half of the screen.*

Enter your Credit card details. A wide range of cards are accepted.

Enter your expiry Date and CVV number

Enter your Name and Billing Address



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Address line 2

Suburb

Address

State/territory

Postcode

Postcode

Contact details

Phone type

Mobile

Phone number

Email

☐ I am at least 18 years old and I confirm that I have read, consent and agree to PayPal's Privacy Statement.

[Pay now](#)

[Cancel and return to mycco](#)

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Enter your mobile number and email address.

Click on the Check Box at the foot of the screen to accept the PayPal terms and conditions then click **Pay Now**.

All ASCC payments are processed through the Mycco PayPal business account before being transferred to the ASCC Bank Account. You will see a summary of your payment advising you are paying Mycco. This is correct.

Your subscription has been renewed.

If, for any reason, you need to cancel before completing the payment process, you can do so by clicking on **Cancel and return to mycco** in small type at the bottom of the PayPal payment screen (see arrow above). You will be returned to the ASCC website without making a payment.

### Step 7. Your Subscription has been renewed.

Once you have completed your on-line payment, it should appear on your credit card within 24 hours (often less). It will also appear in your Payments details on the ASCC Members Only Website. To see your payment, click on **Payments** in the Members Only Area.