

# Veteran Car Club of WA

## On Line Invoicing / Membership Renewal Tutorial

You will receive two emails from Wild Apricot at membership renewal time:

1. One that is a simple proforma invoice which allows you to do an **online** credit card payment. This method is by far the easiest.
2. An invitation to renew your membership which contains a link to the log in page with details that you will require to do an EFT from your bank to the VCC bank account or to make a payment by Cheque.

### Payment On Line or by Electronic Funds Transfer (EFT)

1. On the emailed, invoice click on the blue [View invoice online](#) right at the bottom of the email window.

**From:** Veteran Car Club of Western Australia  
**Sent:** Thursday, 2 April 2020 12:02:53 AM (UTC+08:00) Perth  
**To:** Test Wearmouth; Test Wearmouth  
**Subject:** Application For Membership



**Veteran Car Club of WA**

TAX INVOICE  
ABN 16 234 602 729

Member renewal

Invoice number: 00236  
Issued: 2 Apr 2020

Test Wearmouth

40 Kingsall Road  
ATTADALE Western Australia 6156

[andyw60@hotmail.com](mailto:andyw60@hotmail.com)

Item	Amount
------	--------

Membership renewal. Level: Member. Renew to 1 Aug 2020	\$80.00
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Total: \$80.00  
Balance Due: \$80.00


At the time of a membership renewal, members are requested to check their Membership profile to confirm that the details of vehicles on Concessional Registration remain correct.

[View invoice online](#)

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2. This page will open without logging in to your account.

[test wearmouth](#) [Change password](#) [Log out](#)



## Veteran Car Club of W.A.

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## Invoice #00236

 **Balance due: \$80.00**

Part payments cannot be accepted.  
Any cheques should be made payable to the Veteran Car Club of WA and crossed Not Negotiable.  
Payment may be immediately ON LINE using the link below or by direct credit to the bank account shown.

Veteran Car Club of WA  
Bank of Queensland  
BSB 126-541  
A/C 22580267  
Please be sure to include the Invoice Number and Surname in the reference field of your transaction.



[Pay online](#)

[Admin view](#)

### Invoice details

<b>Balance due</b>	<b>\$80.00</b>	
Amount	\$80.00	Balance due: <b>\$80.00</b>
Invoice #	00236	Membership renewal pending



3. Payment options are displayed in the brown boxed area of the invoice. If you wish to make an Electronic Funds Transfer (EFT) our bank account details are shown. **Please ensure you include your invoice number and Surname in the reference field of the transfer.**

4. If you wish to pay on line using your credit card then click on the Pay Online icon shown at the bottom of the brown box (Below the Visa and Mastercard symbols).

You will receive the following screen to enable you to complete your transaction.

## Veteran Car Club of Western Australia

<https://veterancarclubofwesternaustralia.wildapricot.org/>

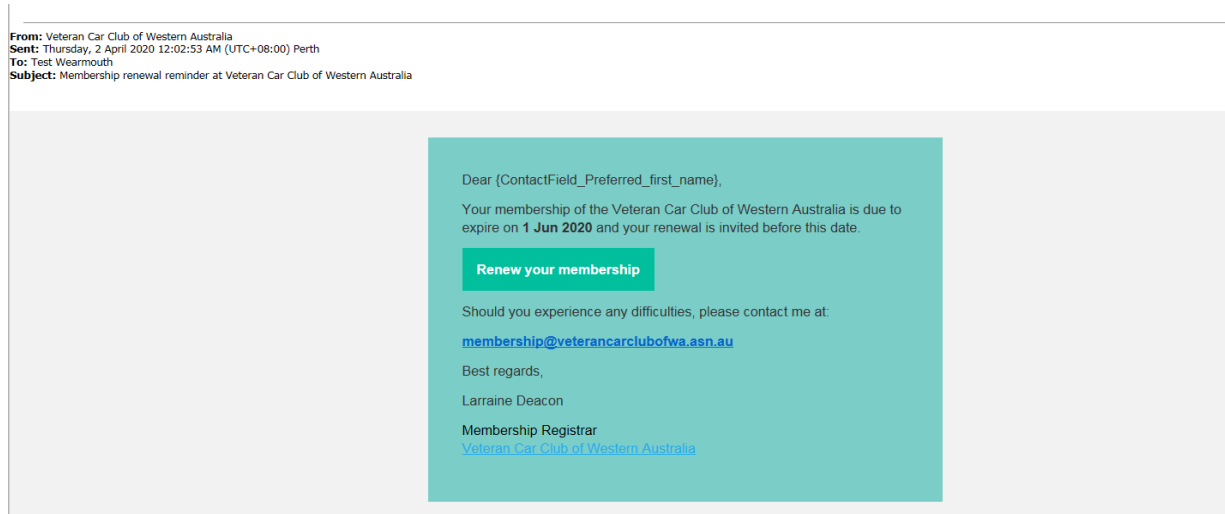
Enter credit card details	Billing information	Details
<input type="text" value="Card number"/>	<input type="text" value="Address 1"/>	Invoice #00236 <span style="float: right;">\$80.00</span>
	<input type="text" value="Address 2"/>	• Membership renewal. Level: Member. Renew to 1 Aug 2020
<input type="text" value="mm"/> / <input type="text" value="yy"/> <input data-bbox="470 672 566 705" type="text" value="CVV"/>	<input type="text" value="City"/>	<b>Total amount:</b> <span style="float: right;"><b>\$80.00 (AUD)</b></span>
<input type="text" value="Test Wearmouth"/>	<input type="text" value="Australia"/>	<small>protected by reCAPTCHA</small> 
<input type="text" value="State/province"/>	<input type="text" value="ZIP/postal code"/>	<a href="#">Cancel</a> <input type="button" value="Pay \$80.00 (AUD)"/>
<input type="text" value="Phone"/>		

5. You will receive a receipt for your payment by email and a subsequent confirmation email of your renewed membership.

If you use the on line payment process, your receipt will be issued immediately. A Bank Account EFT requires manual reconciliation and your receipt will be issued by email after this occurs.

## Payment by Cheque

1. If you wish to pay by Cheque, you will need to include a copy of your Invoice with your cheque so it can be matched up. In your “*Invitation to renew email*”, click on the “Renew Your Membership” icon. This will direct you to the Wild Apricot log in page.



2. Log in in the usual manner using your email address and password. If you have forgotten your password (or have never logged in before), type in your email address and select the “Forgot Password” option. Wild Apricot will email you a new password. (Just keep an eye on your Junk Folder – they can end up there)




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[Home](#) > [Login](#)

## Please log in to continue

Please login to continue to the page you have requested.

 [Log in with Facebook](#)

 [Log in with Google](#)

Email

Password

Remember me

[Log In](#)

[Forgot password](#)

3. Once you have logged in with your email address and password you will see this screen because you have an outstanding invoice. Clicking on the View / Pay Invoice button in the brown box will give you the option of paying on line again and display the invoice.



## Veteran Car Club of W.A.

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### My profile

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Balance due: **\$80.00**

Membership renewal pending

MESSAGES

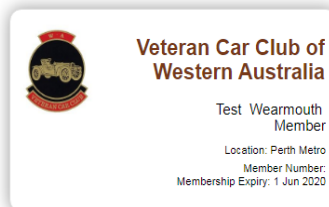
### Membership details



Membership renewal initiated, not paid yet.

[View / Pay invoice](#)

Membership card




[Image optimized for smartphones](#)

[Printable PDF](#)

4. The following will display. Using your mouse, Right click on this image and select Print. This will allow you to print a copy of your invoice **which must be included with your cheque payment.**

[Test Wearmouth](#) [Change password](#) [Log out](#)



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## Invoice #00236

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Veteran Car Club of WA  
Bank of Queensland  
BSB 126-541  
A/C 22580267  
Please be sure to include the Invoice Number and Surname in the reference field of your transaction.

[Pay online](#)

### Invoice details

**Balance due** \$80.00

**Balance due** \$80.00

Amount \$80.00

Invoice # 00236

Date 2 Apr 2020

Origin [Member renewal](#)  
Member

Invoiced to Test Wearmouth, Test  
andyw60@hotmail.com

Balance due:  
Membership r

Item	Amount
Membership renewal. Level: Member. Renew to 1 Aug 2020	\$80.00
Invoice total	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           Balance due: \$ Membership r         </div>

5. Post your Cheque together with the printed copy of your invoice to:

Membership Registrar  
Veteran Car Club of WA  
31 Lukin Ave  
Darlington WA 6070

You will receive an email receipt once the Cheque has been received, has been banked and the funds cleared which may take 2 weeks.