

## 2. How to Make a Payment

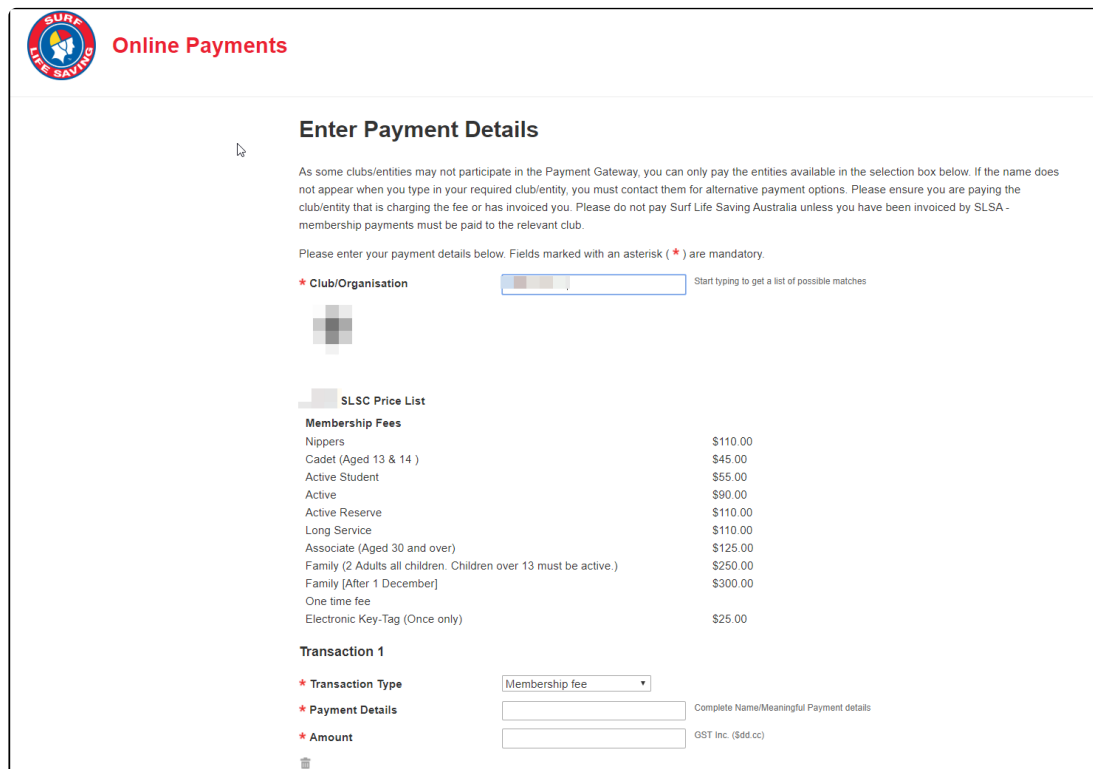
### 2.1 Accessing the Payment Screen

There are three ways to access the Payment Gateway

- 1) Direct link from the Club, Branch or States website
- 2) Via the [Members Area](#) account
- 3) Directly to the Payment Gateway by typing into a browser **pay.slsa.com.au** (no login details required).

The name of the entity may be already pre-filled. However if it is blank a member can start typing in the name of entity and a list of possible clubs or services will appear. If the entity does not appear in the list it means they are not active on the Payment Gateway and the member will need to find an alternative method of payment by contacting the organisation. [Click Here](#) to access the SLSA Organisation Directory

Once the organisation name has been typed in the price list of that organisation will be display.



**Online Payments**

#### Enter Payment Details

As some clubs/entities may not participate in the Payment Gateway, you can only pay the entities available in the selection box below. If the name does not appear when you type in your required club/entity, you must contact them for alternative payment options. Please ensure you are paying the club/entity that is charging the fee or has invoiced you. Please do not pay Surf Life Saving Australia unless you have been invoiced by SLSA - membership payments must be paid to the relevant club.

Please enter your payment details below. Fields marked with an asterisk ( \* ) are mandatory.

\* Club/Organisation  Start typing to get a list of possible matches

**SLSC Price List**

Membership Fees	Amount
Nippers	\$110.00
Cadet (Aged 13 & 14 )	\$45.00
Active Student	\$55.00
Active	\$90.00
Active Reserve	\$110.00
Long Service	\$110.00
Associate (Aged 30 and over)	\$125.00
Family (2 Adults all children. Children over 13 must be active.)	\$250.00
Family (After 1 December)	\$300.00
One time fee	
Electronic Key-Tag (Once only)	\$25.00

**Transaction 1**

\* Transaction Type

\* Payment Details  Complete Name/Meaningful Payment details

\* Amount  GST Inc. (\$dd.cc)

### 2.2 Making a Payment

1. Enter the name of the organisation you wish to make a payment to. If the Organisation has uploaded a Price List it will display below the Club/Organisation name

**Online Payments**

### Enter Payment Details

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**Transaction 1**

\* **Transaction Type**

\* **Payment Details**  Complete Name/Meaningful Payment details

\* **Amount**  GST Inc. (\$dd.cc)

2. The Payment Gateway has 16 Transaction Types, these cannot be changed or added to. If there is not transaction type in the drop down that closely matches what members are paying for we suggest they select 'Other'.

**Transaction 1**

\* **Transaction Type**

\* **Payment Details**

\* **Amount**

[Add another Transaction](#)

**Total**

**Payer's Details**

\* **Payer's Name**

\* **Contact Details**

**Receipt Email Address**

- Membership fee
- Gym fee
- Course fee
- Merchandise
- Donation
- Training material/manuals
- Carnival entry fee
- Locker key
- Club key
- Non fee paying member
- Other
- Invoice
- Function
- Levy
- Joining Fee
- Special Event

3. Once the Transaction Type has been selected the Payer can then enter meaningful payment details

**Transaction 1**

\* **Transaction Type**

\* **Payment Details**  Complete Name/Meaningful Payment details

\* **Amount**  GST Inc. (\$dd.cc)


4. If a member is paying for Multiple items, eg Membership fee, Gym and Locker or paying for Multiple members of a Family they can click the **Add another Transaction** to add an additional Transaction. You can add a maximum of 5 Transactions.

**Transaction 1**

\* **Transaction Type**  ▼

\* **Payment Details**  Complete Name/Meaningful Payment details

\* **Amount**  GST Inc. (\$dd.cc)




**Transaction 2**

\* **Transaction Type**  ▼

\* **Payment Details**  Complete Name/Meaningful Payment details

\* **Amount**  GST Inc. (\$dd.cc)




**Transaction 3**

\* **Transaction Type**  ▼

\* **Payment Details**  Complete Name/Meaningful Payment details

\* **Amount**  GST Inc. (\$dd.cc)



[Add another Transaction](#)

5. Once the transaction details are completed the Payer Details need to be completed. **NOTE** If a members has accessed the Payment Gateway via their Members Area account these details will be pre-filled.

**Total** \$160.00 AUD

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**Payer's Details**

\* **Payer's Name**

\* **Contact Details**  Phone Number or Address

**Receipt Email Address**

**NEXT**


6. At the next screen fill in Payment Details. **NOTE** Visa or Mastercard Only

**Payment Details**

Enter your payment details below. Fields marked with an asterisk ( \* ) are mandatory.

**Amount** \$160.00 AUD

\* **Cardholder Name**

\* **Credit Card Number**  

\* **Expiry Date (mm/yy)**  /

\* **Card Verification Number (CVN)**  What is the CVN?

**NEXT**

7. Enter the verification code and click Confirm

## Confirmation

Please confirm your payment details. Fields marked with an asterisk ( \* ) are mandatory.

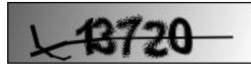
**Total Amount** \$160.00 AUD

**Cardholder Name** Sally Test

**Credit Card Number** 423953...688

**Expiry Date** 04/22

**\* Verification Code** Enter the verification code below.



[Generate a new verification code.](#) | [Audio](#)

BACK

CONFIRM

### 8. Payment Receipt will display on the screen



## Online Payments

### Payment Receipt

**Status** Approved

**Receipt Number** 2621775011

**Date** 29 Jan 2020 16:28 AEDT

**Total Amount** \$ AUD

**Club/Organisation** Clovelly SLSC

### Transaction

Transaction Type	Payment Details	Amount
Membership fee	[Redacted]	[Redacted]
<b>Payer's Name</b>	[Redacted]	
<b>Contact Details</b>	[Redacted]	
<b>Cardholder Name</b>	[Redacted]	
<b>Credit Card Number</b>	[Redacted]	
<b>Expiry Date</b>	04/22	



A receipt has been emailed to [Redacted]

**Send Receipt Email To**

SEND

### 9. An email will be sent to the email address entered in the payment details with a PDF Receipt

### Clovelly SLSC Payment Receipt

 noreply@slsa.asn.au  
To 

 PaymentReceipt\_2621775011.pdf  
6 KB

Dear Sir/Madam

Attached is the receipt for your recent payment to Clovelly SLSC, an Organisation affiliated with Surf Life Saving Australia.

Processing of the payment will take at least 1 working day.

If you have any enquiries related to this payment please contact the Club you were paying directly.

Club contact details can be found at <http://www.sls.com.au>.

Please retain the following information as confirmation that your payment has been received and processed successfully by Clovelly SLSC.

Receipt Number	2621775011
Status	Approved
Response	Honour with identification (08)
Payment Date	29 Jan 2020 16:28 AEDT
Payment Amount	\$  AUD
Cardholder Name	
Credit Card Number	
Expiry Date (mm/yy)	