

How do I pay for an unpaid order? Last Modified on 07/10/2019 3:14 pm AEDT

Hover over My Organisation and select Finances.

*	MY ORGANISATION	MEMBERSHIPS	PRODUCTS & FORMS	COMPETITIONS	REPORTS
	Dashboard				
Fin	Organisation Details				
Orc	Admins & Contacts	vlember Finances			
	Finances				
	My Hierarchy				
	Teams	BER	PAID TO ACCOUNT	START D	ATE

From the Orders tab, click on the \$ in the row of the order to pay. This will open the Pay Order page.

Financ	Finances						
Orders Settlements Member Finances							
Ema	il Members				Order Number		
	DATE ÷	ORDER DETAILS	ORDER NUMBER	AMOUNT 🜩	STATUS 💠		
	28/06/2018 11:39 am	Here, Otabre	203402	50.55	Paid		
	12/06/2018 2:19 pm	Barry Offstere	203244	83.88	Refunded		
□ \$	12/06/2018 2:17 pm	Here, Ottable	203243	83.88	Committed		
	11/06/2018 2:40 pm	and both	203237	29.97	Paid		
	8/06/2018 3:28 pm	Product Ruman	203229	187.76	Paid		

Details of the order will be displayed.

Select the payment option and click Next Step.

Pa	y Order 211480					×
	Step 1 Please review the items for th	nis order.				
	ORDER ITEM NUMBER	PRODUCT NAME	STATUS	QUANTITY	UNIT PRICE	SUBTOTAL PRICE
	260255	Club Junior Male Fee	Committed	1	100.00	100.00
		Show 10 • Order Items	Per Page	Showing Rows 1-1 (Total Price:	of 1	100.00
	How would you like to pay?					
	I want to make the payment *	Online V Online Offline				
						→ Next Step

Paying Offline

Select Offline from the dropdown and click Mark as Paid.

Offline is used if the member is paying by cash or cheque.

Pay Order 211480						×
Step 1 Please review the	e items for t	his order.				
ORDER ITEM NUMBER	2	PRODUCT NAME	STATUS	QUANTITY	UNIT PRICE	SUBTOTAL PRICE
260255		Club Junior Male Fee	Committed	1	100.00	100.00
		Show 10 • Order Ite	ems Per Page	Showing Rows 1-1	of 1	
				Total Price:		100.00
How would you li	ike to pay?					
I want to make the pa	yment *	Offline 🗸				
						Mark as Paid

Paying Online

Select **Online** from the drop down and click**Next Step**.

Online is used if the member is paying by credit/debit card or PayPal.

Step 1					
Please review the items fo	r this order.				
ORDER ITEM NUMBER	PRODUCT NAME	STATUS	QUANTITY	UNIT PRICE	SUBTOTAL PRICE
260255	Club Junior Male Fee	Committed	1	100.00	100.00
	Show <u>10 -</u> Order Ite	ems Per Page S	howing Rows 1-1 (Total Price:	of 1	100.00
How would you like to pay	Show 10 - Order It	ems Per Page S	howing Rows 1-1 (Total Price:	of 1	100.00
How would you like to pay?	Show 10 - Order It	ems Per Page S	Total Price:	of 1	100.00

To pay with a credit card, enter the card details and click**Pay Now**.

Pay Order 191439		×
Step 2		
0(0) 2		
Card Number		
Expiration Date	CVV	
	-	
	Pay Now	
	or	
	Pay with PayPal	
	← Pre	evious Step

To pay with a PayPal account , click**Pay with PayPal** and proceed.

Ρ	ay Order 191439		×
	Step 2		
	Card Number		
	Expiration Date	CVV	
	_		_
		Pay Now	
		or	
		Pay with PayPal	
			← Previous Step

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