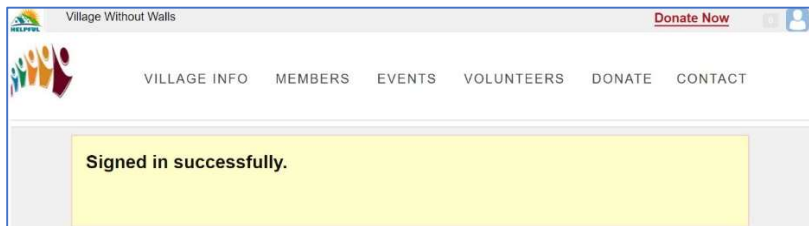





Member Pays Membership Fee by Credit Card

Active members may pay their membership fees (new or renewal) by credit card in Helpful Village by going to the Member tab on their member profile page.

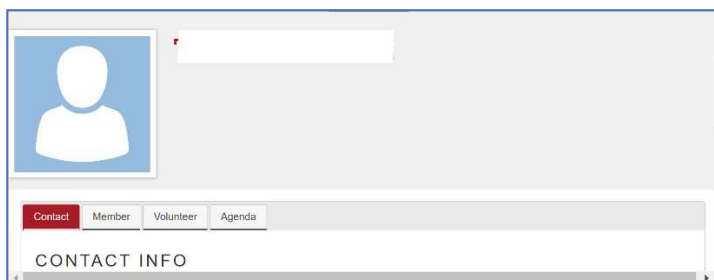
1. Sign into the **Village Without Walls** website.



2. Go to right-hand top corner of screen and click the *down arrow* to the right side of  to display your options. Select **My Profile**.



3. Select **My Profile**. The **Member Profile** screen displays.





Member Pays Membership Fee by Credit Card

4. In lower part of screen, select the **Member** tab. The **Membership** screen displays.

Contact Member Volunteer Agenda

MEMBERSHIP

Membership Type: Member - Individual
Status: Active
Joined Date: 11/15/2022
Membership Exp. Date: 11/14/2023

PAY FOR MEMBERSHIP

5. Click the **PAY FOR MEMBERSHIP** button. The **MEMBERSHIP RENEWAL** window displays (See Note below). Verify the *Purpose* and *Amount* are correct on this screen.

Note: Ignore the Membership Renewal label. You can process both new and renewal payments here.

MEMBERSHIP RENEWAL

MEMBER
Test New Member

no phone on record
Max # Requests per month: 12
Requests this month: 0
Requests next month: 0

Membership expiration date: 11/14/2023
Membership Type: Member - Individual
Fee: \$300.00
Monthly installments: No (Activate Monthly Payments)

PURPOSE
Membership Dues

AMOUNT (IN \$)
300.00

PAYMENT METHOD
Credit Card ▼


☐ In order to compensate Credit Card fees, I accept an additional fee for this credit card payment that will be added to the amount of your membership.


PAY WITH CREDIT CARD




Member Pays Membership Fee by Credit Card

6. Select **Credit Card** from **PAYMENT METHOD** drop down box and, if you are willing to reimburse Village Without Walls for the credit card processing fee, check the box in front of this text 'In order to compensate Credit Card fees, I accept an additional fee for this credit card payment that will be added to the amount of your membership.'
7. Click **PAY WITH CREDIT CARD**. Enter *your credit card information* in the appropriate boxes. and

Card number
1234 1234 1234 1234 

Expiration MM / YY CVC CVC 

Country
United States 

ZIP
90210

PAY WITH CREDIT CARD

8. Click **PAY WITH CREDIT CARD** button again. You should see a “Credit Card Charged successfully” message display.

