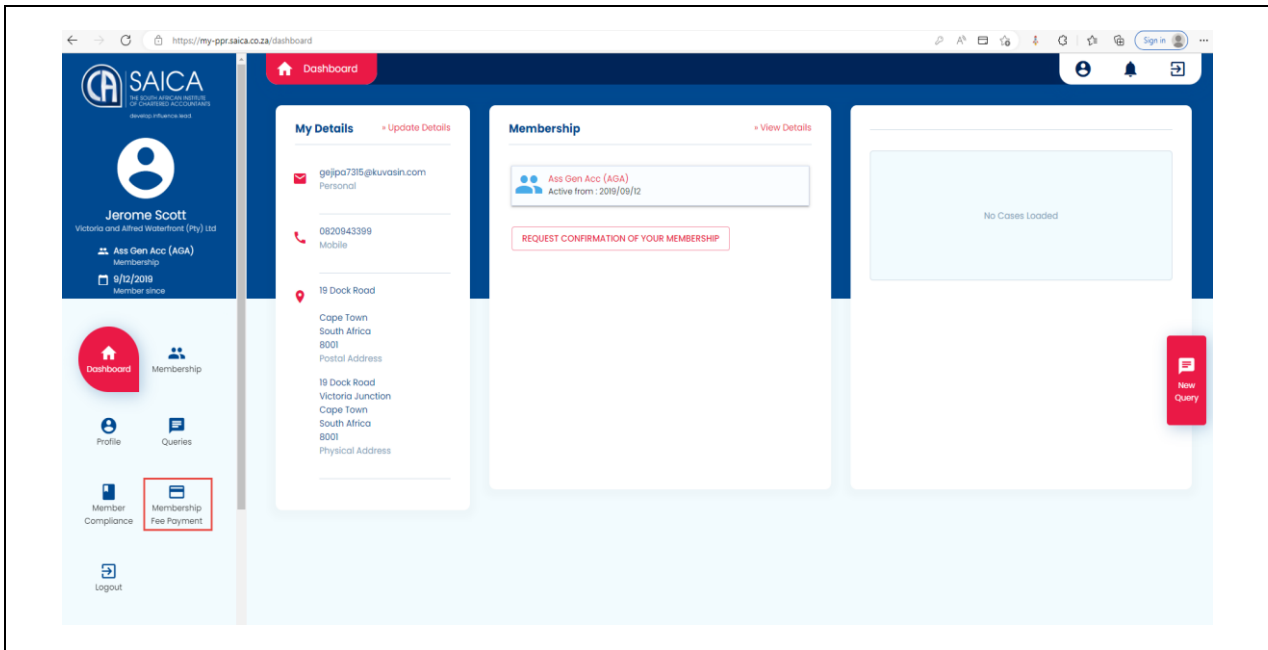
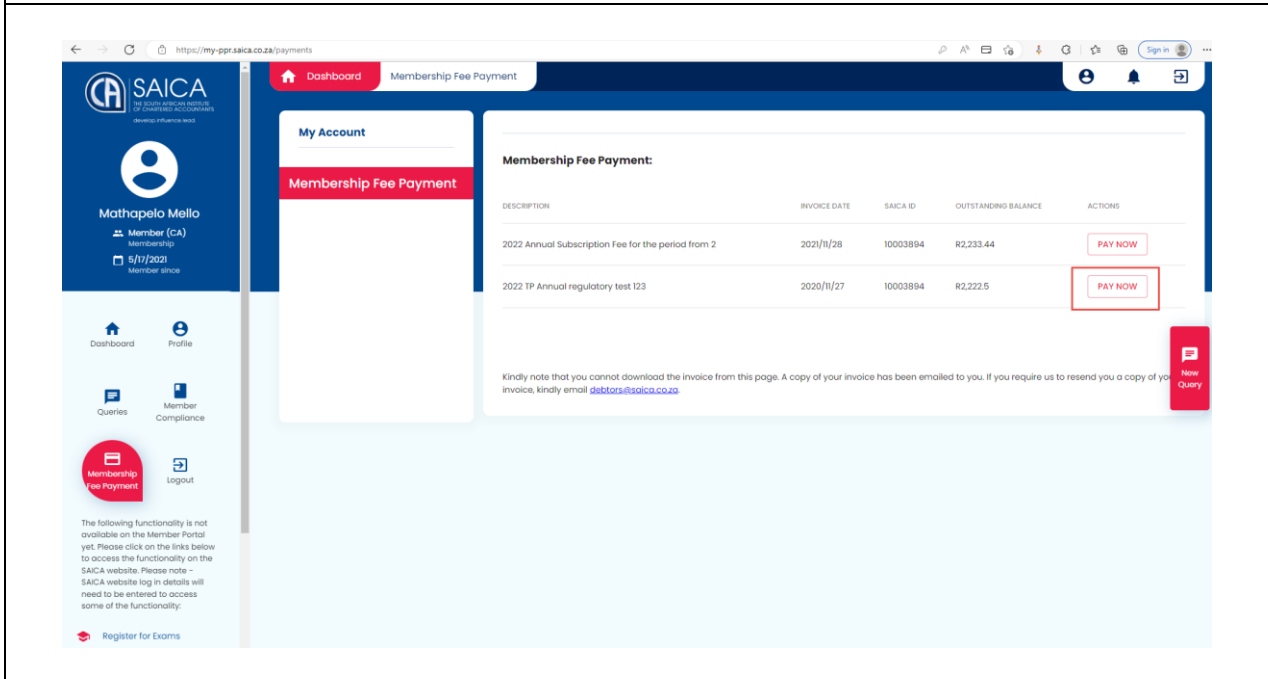


# 1 Member Portal – How To Process Membership Fee Payments



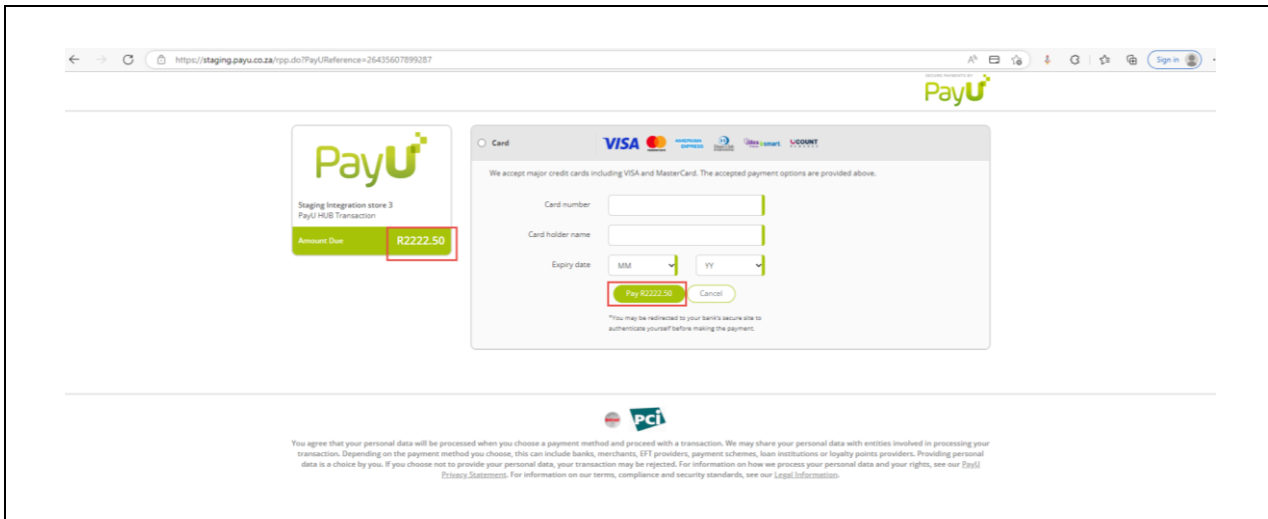
After logging in to the Member Portal, you will see the landing page as shown above.

1. Click on the Membership Fee Payment icon on the left-hand side of the page.

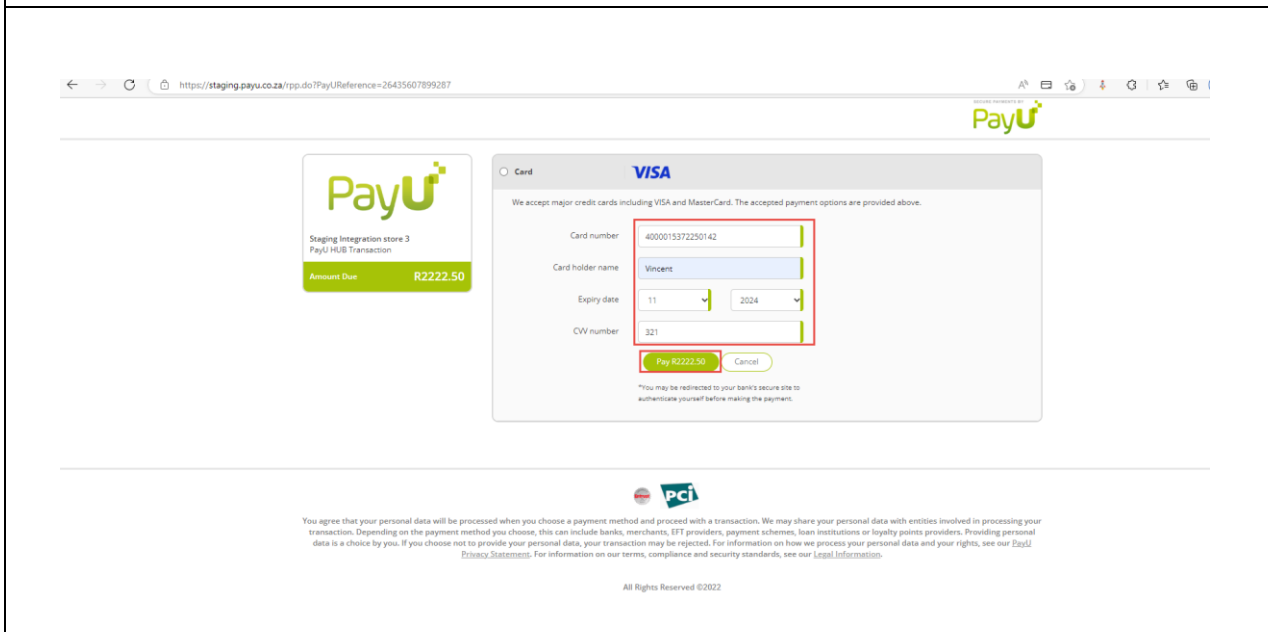


2. Once on the Membership Fee Payment page, you will see your annual membership subscription fee (as well as your annual regulatory fee). Click on **“Pay Now”**.

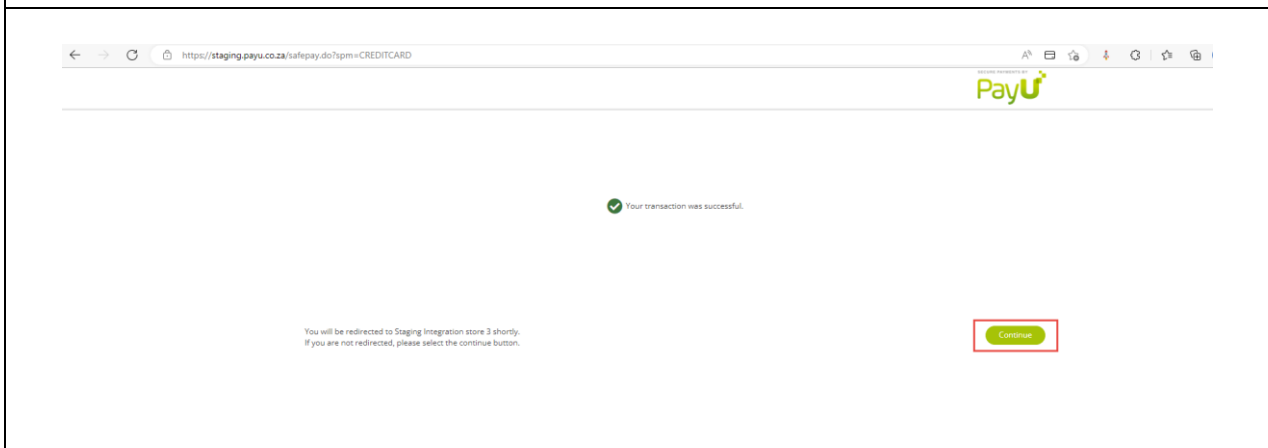
3. You will be directed to a “Pay U” page where you can make your payment.



**\*\*Make sure that the amount reflected on this page is the same as that on the portal.**

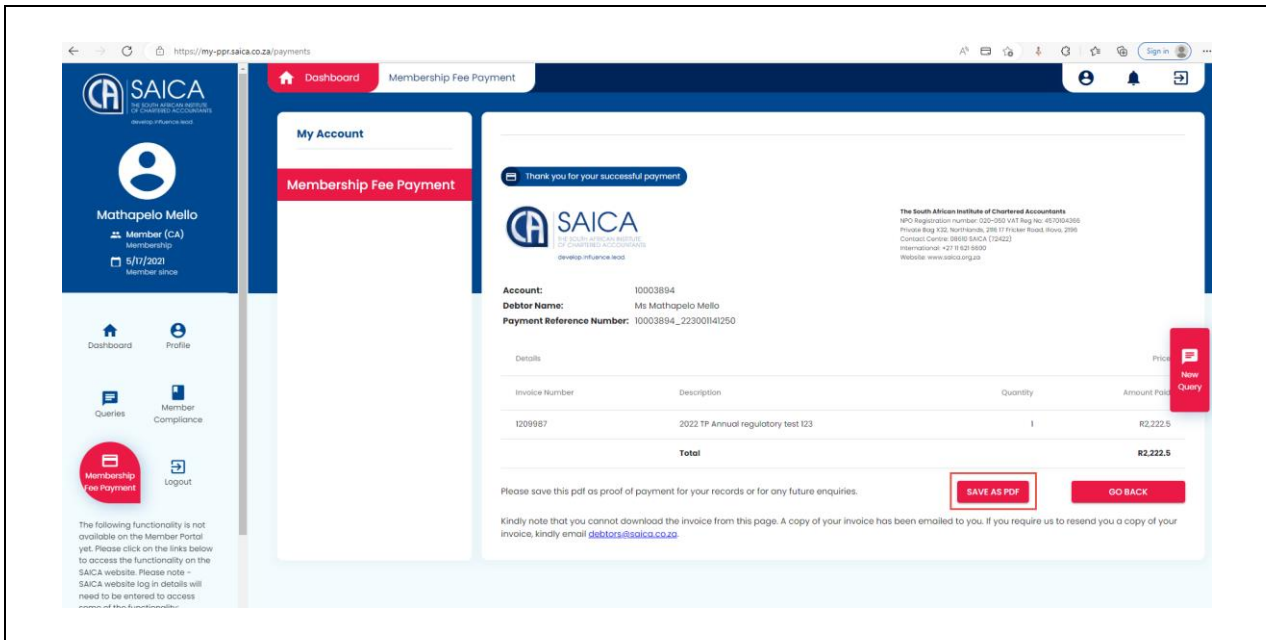


**4. Enter your card details on this page and click “Pay”.**

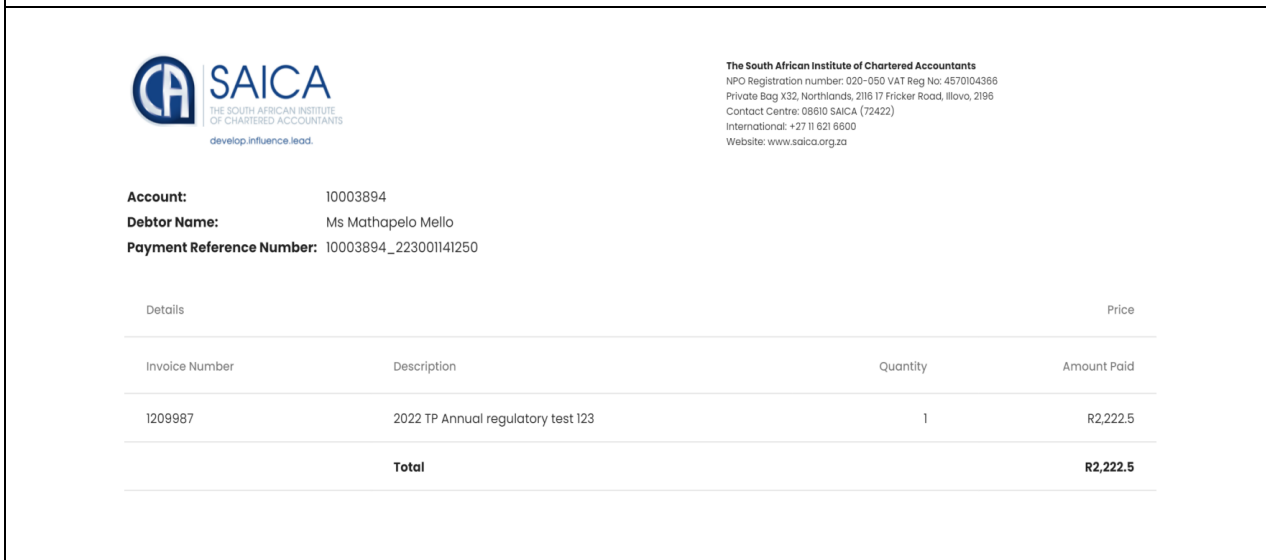


**5. Once you have successfully paid, you will get a confirmation.**

**6. Click “Continue” to be redirected back to the invoice page.**



7. You can click **“Save as PDF”** in order to download your payment receipt.  
*\*\* Note that if you require a receipt, you will have to download it now as the receipt will not be available once you exit this page.*
8. You are also able to click **“Go Back”** which will redirect you to the Membership Fee Payment page where you can process your remaining outstanding invoice.



9. Your payment receipt will be saved onto your machine **“Downloads”** folder where you can open and print or move it to another folder.