

Taking-out and Renewing BRLSI Membership via the Website

Currently we have very limited resource to manage membership as our offices at 16 Queen Square are closed. At this time the best way for you to take-out or renew your Membership is via our website and pay by credit/debit card. This will provide you and the Institution with a record of payment so that we will be able to quickly catch up with issuing Membership Cards - and it also gets your money to BRLSI immediately. This is critical because we are under huge cost pressures as we have lost income from our talks programme and external room hire. Many of us pay by Standing Orders, so online payment does not apply and such Members will automatically be renewed. [Direct Debit for renewal is another option but we can't manage this currently.]

However, to help you with using the website for payment of subscriptions we have produced a slide set which takes you through the main steps (sent with this document) and provide this guidance text to talk you through the slides.

1. Go to the BRLSI website: <https://www.brlsi.org>
2. Click on the **Shop** menu link (slide 2); it is quicker if you are not logged-in at this point
3. On the **Shop products** page click on the big BRLSI logo under BRLSI Membership (slide 3)
4. On the **BRLSI Membership** page select the type of membership you want from the indicated drop-down list (slide 4); if the little timer appears at the side of the selection box wait for it to disappear with the correct type of Membership in the selection box. Once selected click on ADD TO CART (slide 5)
5. Click on the shopping basket/cart icon  at the top of the screen (slide 6) to take you to the **Shopping Cart** page (slide 7)
6. Check and confirm your order is correct by clicking CHECKOUT that takes you to the **User account** page (slide 8)
7. If you are not logged on already you now need to do so:
 - a. If you are a Member and already have an account name and password complete the **I have an account** 'User name' and 'Password information' and click on LOG IN.
 - b. If you have a 'User name' but have forgotten your 'Password' click on **Request new password** and you will be sent an email automatically to allow you to LOG IN.
 - c. If you are a Member, but have never had a 'User name' and 'Password', click on **I want to create an account** (slide 8), which takes you to a page where you need to fill in, the different boxes; when completed click on CREATE NEW ACCOUNT (slide 9).
 - d. If you are not a Member, click on **I want to create an account** (slide 8), which takes you to a page where you need to fill in the different boxes; when completed click on CREATE NEW ACCOUNT (slide 9).
 - e. To have your logon account registered as a Member account please contact membership@brlsi.org and we will register you accordingly.
8. You will be taken to a new page which confirms your account details (slide 10) click on CONTINUE TO NEXT STEP
9. On the **Checkout** page (slide 11) check the charge and click on the top **Gift Aid button** if you pay UK tax – this is very important as it allow us to claim additional monies from the Inland Revenue. Make sure the billing/shipping button is pressed at the bottom of the page. You do not need to provide a telephone number. Click on CONTINUE TO NEXT STEP
10. Because there is no shipping address for Membership on the **Shipping** page (slide 12) just click CONTINUE TO NEXT STEP
11. The **Review Order** page (slide 13) collates all of the details of your order. Please click **Credit/Debit card** for your payment as this send the money straight to the BRLSI (you can pay by cheque but your payment will not be processed until the BRLSI reopens); click on CONTINUE TO NEXT STEP
12. If you select to pay by card you will be taken to the secure external **World Pay** site (slide 14) where you need to complete your payment details in the normal way; when you have done this click on **Submit for Processing** to complete your purchase.

If you have any difficulties please contact membership@brlsi.org providing clear information where your problems arose; this will allow us to hopefully track down the problem and correct it.

Dick Bateman Chair of Membership sub-Committee