

## Payment of Subscription using Credit or Debit Card

### Introduction

It's quite easy for you to use a credit or debit card to pay your subscription, even if you have an existing PayPal account. However, you must make sure that you have logged out of your PayPal account before you start the payment process. Your treasurer has found by experience that this logging out has to be completed by selecting **log out** from the drop down list under your user name in the PayPal home screen. If you just exit PayPal by closing your internet browser, PayPal still thinks you are logged in and remembers this for a very long time!

### Payment Process

Go to the Ambix web site [www.ambix.org](http://www.ambix.org) and click on the "button" labelled "**Renew Your Membership**". You do not need to log in to the members area.

This takes you the **Renew Membership** page where you will see a list of the types of membership and their subscription fees. Underneath these are buttons from which you can select the appropriate payment. At this point you may also choose if you want to just pay for one year or to set up a recurring annual payment.

Once you have made your choice, click on the appropriate button, which will then show you your "shopping cart" with two buttons in the Order Summary box.

Description	Price	Quantity	Total
Renew Student SHAC Me... <a href="#">more</a>	£25.00	- 1 + <a href="#">Remove</a>	£25.00

Order Summary	
Item total	£25.00
<b>Total</b>	<b>£25.00 GBP</b>

[PayPal](#) Check out

or

Check Out

Pay without a PayPal account

Click on the Grey **Check out button** at the bottom of this box above the words Pay without a PayPal account.

Log in to PayPal

Your eligible purchases are covered by PayPal's Buyer Protection programme. [See terms](#)

Email address or mobile number  
treasurer@ambix.org

Password  
\*\*\*\*\*

[Forgotten your password?](#)

Log In

or

Pay by Debit or Credit Card

This takes you to a screen asking you for details of your PayPal account. Ignore the log in details and button and click on **Pay by Debit or Credit Card**

This takes you to a screen which collects details of you and your credit card. It may show an email address that PayPal has provided from an old account of yours. If necessary overwrite this with your new email address and complete the rest of the form.

Postcode

Delivery address same as billing address

Save information & create your PayPal account

You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy statement](#). No PayPal account required.

We'll pre-authorise up to £25.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.

**Pay now as guest**

Already got a PayPal account? [Log in](#)

Legal User Agreement Privacy © 1999-2023

At the bottom of the screen is a slider control suggesting you save the information and create a PayPal account. Make sure this slider is off (eg to the left).

Click on the button **Pay Now as guest**

You'll then have to wait whilst the payment process takes place and you may have to answer security questions from your credit/debit card supplier. At the end of it all you'll get more requests to set up a PayPal account which you can ignore and then close the Ambix web pages.

You should then receive an email from PayPal informing you of the payment and within a few days a receipt from SHAC.