

## Credit Card – Detailed instructions

MLSC offer credit card payments via Surf Life Saving Australia's Payment Gateway. To pay securely via credit card, visit [www.slsa.asn.au](http://www.slsa.asn.au) and then follow the instructions below:

1. Under 'Quicklinks' (look in the middle of the column on right hand side of the home page) click on 'Payment Gateway'.
2. In the box next to 'Choose your Club or Service:' type in 'Mordialloc'.
3. Under 'Transaction type', click on the arrow ▼ in the dropdown box to reveal your choices.
4. Move your mouse to hover over your choice, eg: 'Membership fee' and click on that choice.
5. In the next column, headed 'Complete name / Meaningful payment details' type in your name and type of membership eg: Smith, John – Family OR Jones, Mary – Individual
6. In the third column, type in the amount you are paying.
7. At the bottom of the page, please type in your name, a daytime phone number and a valid email address in the appropriate boxes. This will allow the club to contact you should there be a query or problem with the payment.
8. Click on the 'Submit' button. This will take you to the secure payment page.
9. Enter your credit card details in the appropriate boxes.
10. Click on the 'Submit' button.
11. You will be shown a 'Confirmation page' with all the details you have entered. Please check this information carefully. If you need to change anything, just click on the 'Previous' button.
12. If you are happy everything is correct, click on the 'Submit' button.
13. You should now see a page headed 'Your payment has been Successful. You may wish to print this page for your records.' This page will also detail your receipt number and details of your payment. You may choose to 'Print' this page, 'Make Another Payment' or 'Close' the window.
14. You will receive an SLSA receipt at your nominated email address within a few minutes of making your payment.
15. This will be followed by an official MLSC receipt within one week of submitting your payment.