

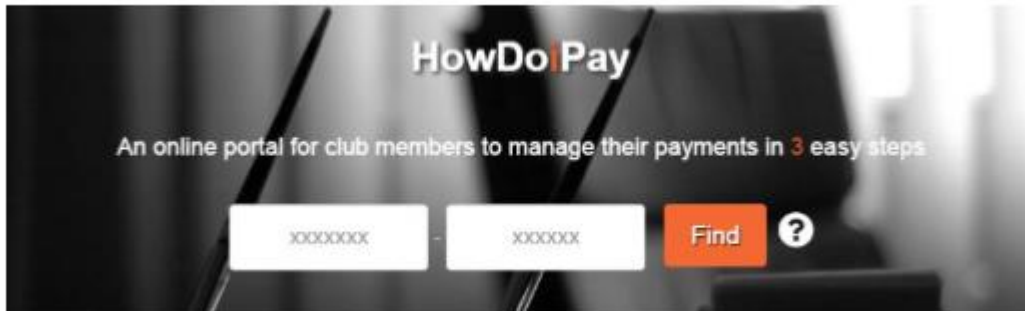
## HALIFAX WEST END GOLF CLUB

### ONLINE PAYMENT OPTION

We can now accept online payments for both settlement of invoices **in full** and Bar Card top-ups as follows:

#### Invoice Payments

Online payments can be made by logging on to How Do I Pay directly via [www.howdolpay.com](http://www.howdolpay.com). This will bring up the following screen:



Step 1 - Please enter your unique HowDoIPay invoice reference, which can be found at the top right-hand side of your invoice.

A screenshot of the 'Confirm Details' page. At the top left, there is an orange person icon followed by the text 'Confirm Details'. Below this, a message states: 'Please enter your bill details here, these should have been provided to you.' There are two rows of input fields. The first row has a label 'Bill No.' and an input field containing 'Bill No.'. The second row has a label 'Surname' and an input field containing 'Surname'. At the bottom left, there is an orange 'Next' button.

Step 2 – The next screen, as above, will request your Bill Number, which can also be found at the top right-hand side of your invoice, and Surname.

Once these details have been entered a summary of your invoice will appear.

Step 3 – Please review the amount before proceeding to payment as this is fixed by the system at the full amount. If the amount to pay is correct, select the 'Pay Using Card (SagePay)' button at the bottom of the screen. This will then proceed to a secure site for your card details to be entered.

# HALIFAX WEST END GOLF CLUB

## ONLINE PAYMENT OPTION

### Bar Card Top Up Payments

Bar cards can now be topped up online through your Bar Card account on your Club V1 app.

Step 1 – From the website, login to the Members' Hub. Then select the 'Default / Bar Card' tile. This is the same process as viewing your bar card transactions and balance.

Step 2 – A 'Top Up This Purse' button can be found at the top of the list of transactions. By selecting this button, the system will proceed to the secure site for your card details to be entered.

Alternatively, each Bar Card till receipt, which is provided when purchasing items from the bar, has a unique HowDoIPay reference printed at the bottom. This can be used in the same way as for paying your membership fees, by logging on to the HowDoIPay website, at [www.howdolpay.com](http://www.howdolpay.com).

```
Card No. 105
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1 X Tennents Pint                3.15 V
-----
                                Total 3.15
                                Discount 0.32
                                Net Total 2.83
                                Swipe Card Tendered 2.83

                                Opening Bar Balance. 38.95
                                Closing Bar Balance. 36.12

Till No. 1
Cashier: Engineer
Date: 17/02/2016 12:16:23
Receipt No. 462726
Transaction No. 133302
Swipe Card Sale

Topup online at www.HowDoIPay.com
Use Code E41EWE4-HL8Q8K
```

Please be aware that your card details are not stored in the system when using howdolpay for either the settlement of invoices or Bar Card Top-Ups. Therefore, access to these details will be required each time you wish to make a transaction.