

EPC Web Page Tutorial

First Steps-Group payment

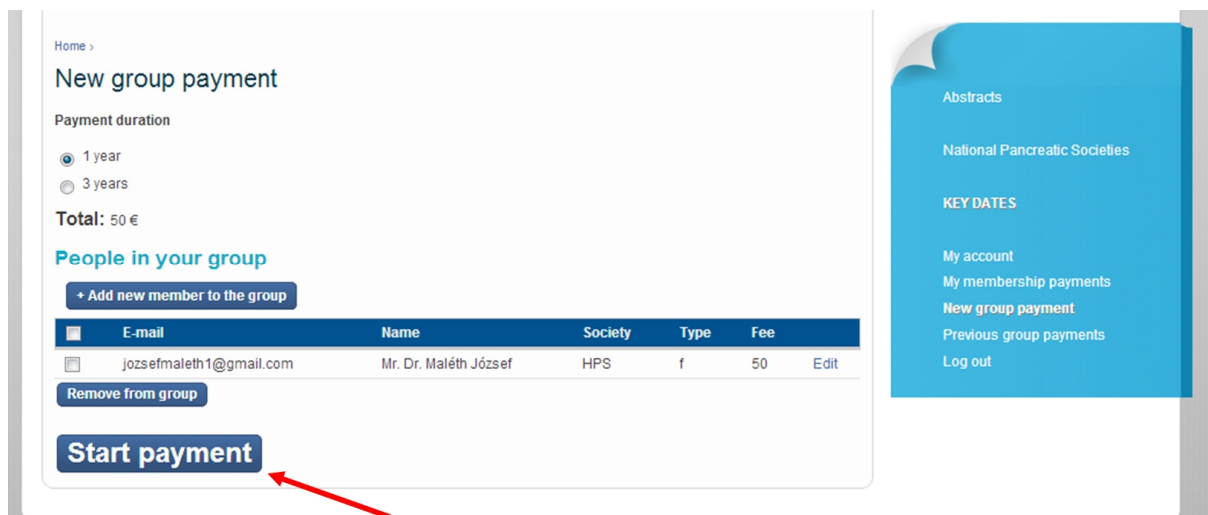
1. If You would like to pay the membership fee for more person, You can choose the group payment, which is specifically developed for this issue. To start the group payment You can register a **group account**, which will allow You to transact the group payment, but You won't be able to submit abstracts. The other possibility is to register a **single account**, which will allow You to transact group payments, but it offers You other possibilities too.



2. Next choose the **New group payment**. With the 'Add new member to the group' button You can add members to the group account. You can search for members to avoid the unnecessary administrative work. If You find the person You can add this name to Your account after choosing the payment type (full/reduced). If You couldn't find a person You have to create an account for her/him (for further information please see the Tutorial for Account Registration) than add to the group. Please note that after this the member will be able to use the web page with her/his account.



3. Choose the membership duration than strt the payment.



4. You shall choose the payment mode also, we offer two different opportunity. You can pay by credit card or by wire transfer. In the latter case we have to charge 15 euro transfer fee. You shall fill the invoice address to which the system automatically generates an invoice, than click to the 'next' button.

5. If You choose credit card payment the system will transmit You to Saferpay where the membership fee can be paid. The invoice will be automatically sended to Your email address, however You will also be able to download it at the '[Previous group payments](#)' page. If You choose wire transfer, after confirming the payment the system will send You a proforma invoice. To complete the membership payment You have to transfer the fee to the bank account of the EPC.