

2. Using the Payment Gateway

2.1. Payment Details

You can find the Payment Gateway at <http://pay.slsa.com.au> . On first arriving at the gateway, the club (or other SLSA service) may have been pre-filled in the 'Choose your Club or Service' entry box. However if this is blank, please enter the name of the club or service.

As you begin typing the name, a list of possible clubs or services will appear beneath your text; if the club you wish to pay does not appear in this list then they are not active on the Payment Gateway and you will need to find alternative means of payment by contacting the club or organisation.

You can find a complete list of clubs and their contact details on the SLSA website (www.sls.com.au) by using the 'Find a Beach or Club' search box at the right-hand side of the homepage.

2.2. Transaction Type

The Payment Gateway can be used to make a wide range of payments from an annual membership fee to a clothing payment. Indeed any club or service that is signed up to the gateway can accept payment for absolutely anything.

Your club or organisation should have advised you which category to use when making the payment. To begin making your payment select that transaction type from the drop-down box. If there is no entry that closely matches the payment you wish to make then simply select 'Other'.

2.3. Price List

If you are unsure of the cost of an item then you can view the price list for the club or service by clicking on the **View Price List** link (if available) next to the club entry window. If your club has not set a price list, the link will not show up.

Ballina Lighthouse and Lismore Price List	
Active Membership	\$30.00
Associate membership	\$30.00
Under 6s & 7s	\$75.00
Under 8s to 14s	\$85.00
Family cap	\$300.00
Fun Paddle	\$25.00
Paddle Challenge	\$25.00
Paddle + Dash For Cash	\$30.00
1km SUP / Board Race	\$15.00
1km + 10km Paddle	\$30.00
Team Entry (2 Person)	\$40.00
Team Entry (Per Pers)	\$15.00

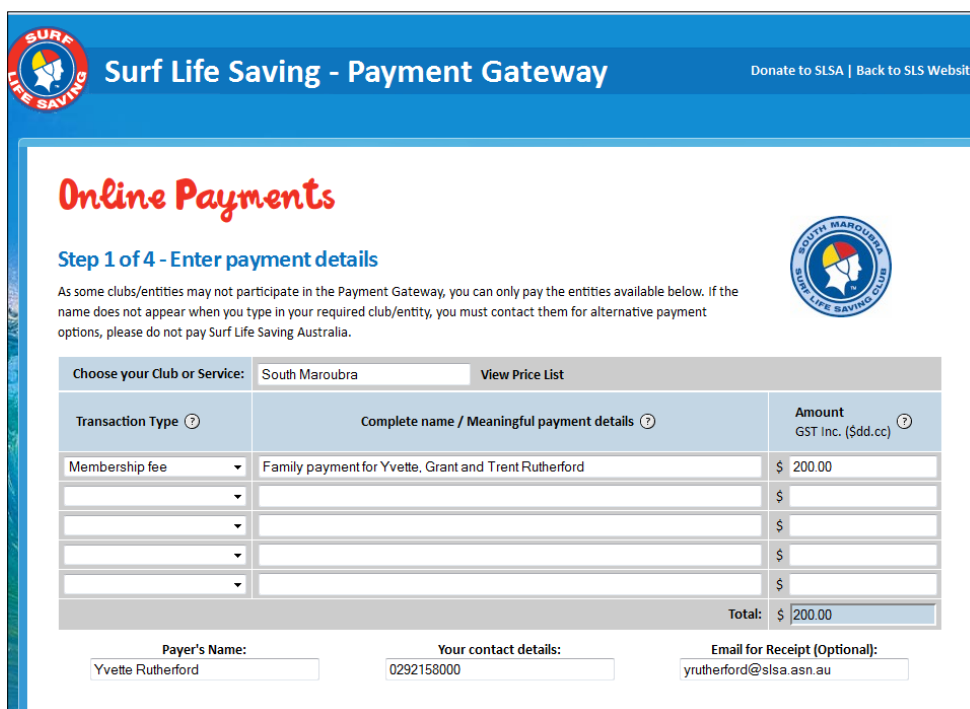
Close

2.4. Meaningful Payment Details

The Payment Details window is a text entry box in which you enter information that identifies you as the payee, along with anything else you wish the club or service to know. Some example entries:

- Yvette Rutherford - Active Club Membership Fee 2010/2011 season
- Smith Family Membership Payment for Grant, Yvette and Trent
- State Accommodation Payment
- Yvette Rutherford - Donation to club for rescuing my daughter from a rip

Everything you enter into the text box will be included in the details sent to the club after your credit card payment has been approved.



Surf Life Saving - Payment Gateway Donate to SLSA | Back to SLS Website

Online Payments

Step 1 of 4 - Enter payment details

As some clubs/entities may not participate in the Payment Gateway, you can only pay the entities available below. If the name does not appear when you type in your required club/entity, you must contact them for alternative payment options, please do not pay Surf Life Saving Australia.

Choose your Club or Service: [View Price List](#)

Transaction Type ?	Complete name / Meaningful payment details ?	Amount GST Inc. (\$dd.cc) ?
Membership fee	Family payment for Yvette, Grant and Trent Rutherford	\$ 200.00
		\$
		\$
		\$
		\$
Total:		\$ 200.00

Payer's Name:

Your contact details:

Email for Receipt (Optional):

2.5. Amount

Enter the dollar amount (including GST) of the item you are purchasing. If you are purchasing more than one item, such as a membership fee, a course fee and an item of clothing, then enter each item on its own line. You can enter up to five different items in the one transaction.

2.6. Personal Details

In the three boxes at the bottom of the screen, enter your name, contact details (usually a mobile phone number) and a valid email address that you would like the receipt sent to. Please ensure that you enter your email address carefully as the receipt will only be sent once. After entering your email address, click the Submit button.

2.7. Credit Card Details

Enter your credit card details in the boxes provided. The Card Verification Value is the three digit number on the rear of your card. When you are happy that the details are correct, click the Submit button.

2.8. Payment Confirmation

The payment confirmation page enables you to double-check that you have entered everything correctly. Please make sure that the club or organisation that you are paying is correct, that the amount, your personal details and the credit card details are correct. When you are satisfied that everything is in order, click the Submit button.

Step 3 of 4 - Payment confirmation

Please confirm your payment details are correct and click **Submit** to continue.

Payer's Name	Club	Contact Details
Charles Harwood	North Bondi	0292158095

Payment Type	Description	Amount
Membership fee	Charles Harwood: Renewal, Active 2011 season	\$90.00
Total:		\$90.00

Credit Card Details	
Credit Card Number	123412xxxxxx234
Expiry Date (MM/YY)	11/11
Card Verification Value	***

2.9. Payment

You will now be informed whether your payment has been successful and advised by email at the nominated address.

2.10. What happens next?

Your club will receive notification of your payment as soon as you have paid, however they will not receive the funds into their bank account until the next working day (for payments made prior to 5pm).

You will receive a receipt in the form of a Tax Invoice of the transaction summary of your payment, please keep this for your records.

Tips

Only click the **Submit** button **once**. There is often a short pause while your information is sent through the payment gateway.

Summary

Enter each item you are purchasing on a different line.

Enter a meaningful text description in the payment details box including your name.