

RENEW AND PAY YOUR MEMBERSHIP ONLINE

This year all members can again renew and pay their membership fees online. Payments can be made online by VISA, Mastercard or internet banking.

We recommend that you use Chrome or Firefox (rather than Internet Explorer) to do this, as some members have experienced difficulty making payments using Internet Explorer.

Instructions for online payments

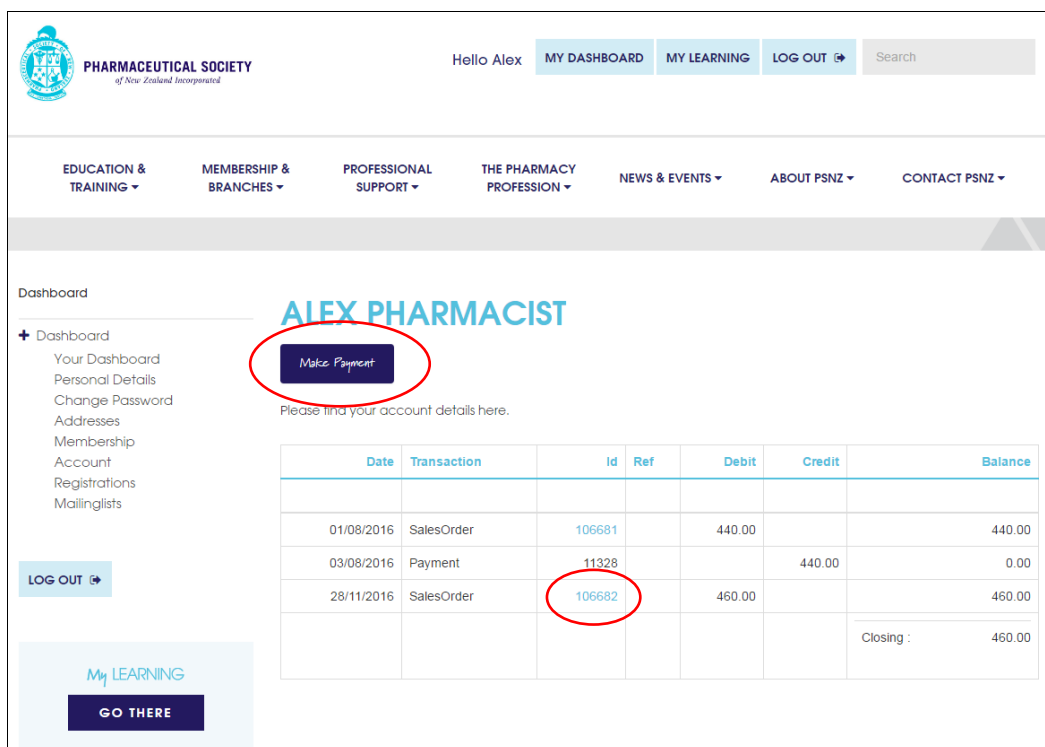
(Be aware that the firewall at your workplace may block popups, and if this happens your payment may not complete or you may not receive a payment confirmation.)

Log into your dashboard. Go to www.psnz.org.nz. Log in using your usual user name (your email address) and password. Click on **My Dashboard**.

From the left-hand menu, select **Account**.

This will bring up the list of invoices and payments made on your account.

To make a payment, click the **Make Payment** box immediately under your name. This will take you through the payment process via our payment gateway.



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Dashboard

ALEX PHARMACIST

[Make Payment](#)

Please find your account details here.

Date	Transaction	Id	Ref	Debit	Credit	Balance
01/08/2016	SalesOrder	106681		440.00		440.00
03/08/2016	Payment	11328			440.00	0.00
28/11/2016	SalesOrder	106682		460.00		460.00
						Closing : 460.00

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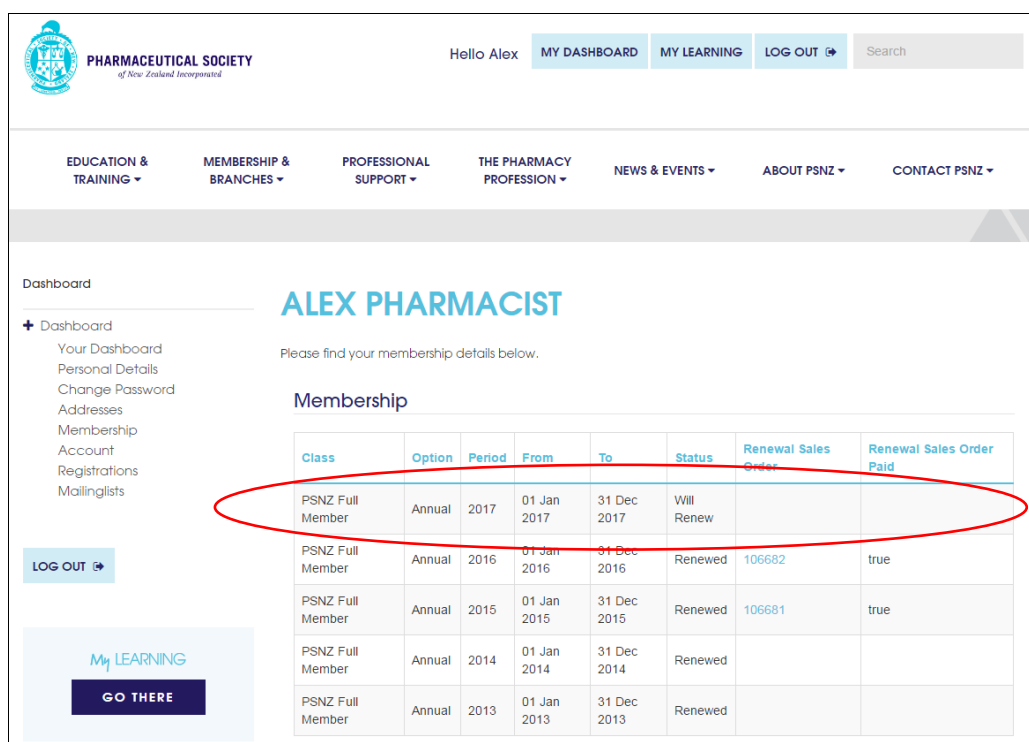
Print invoice/receipt

To print a copy of your invoice ("sales order"), click on the blue Id number of the relevant invoice. This will open a pdf of the invoice that you can then print.

Once your payment has been processed, the invoice will have a message at the bottom noting that it has been paid. **This is your receipt.**

Allocation of membership

Once your payment has been processed, the membership screen on your dashboard will change to show that you have a 2020 membership with a status of "Will Renew". Once renewed, your membership screen should look similar to the one below for 2017.



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Dashboard

ALEX PHARMACIST

Please find your membership details below.

Membership

Class	Option	Period	From	To	Status	Renewal Sales Order	Renewal Sales Order Paid
PSNZ Full Member	Annual	2017	01 Jan 2017	31 Dec 2017	Will Renew		
PSNZ Full Member	Annual	2016	01 Jan 2016	31 Dec 2016	Renewed	106682	true
PSNZ Full Member	Annual	2015	01 Jan 2015	31 Dec 2015	Renewed	106681	true
PSNZ Full Member	Annual	2014	01 Jan 2014	31 Dec 2014	Renewed		
PSNZ Full Member	Annual	2013	01 Jan 2013	31 Dec 2013	Renewed		

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Other payment methods

Internet banking:

Payment can be made by internet banking to PSNZ account 01-0509-0001989-000.

Please include your name, PSNZ membership number and invoice number as the references (your membership number is shown on your invoice as the account number). Please return your remittance for payment matching.

You can print a copy of your invoice (for example, to give to your employer) by clicking on the blue Id number on the Account page (see above for instructions).

Monthly direct debit (for full members only):

Continuing Direct Debit Contracts

If you have previously completed a contract to pay by monthly direct debit and did not elect for this to stop after one year, your monthly payments will continue as normal for 2020 and you do not need to do anything. Note that the membership fee has not been increased for 2020, therefore your monthly payment amount will not increase.

New Direct Debit Contracts

If you wish to set up monthly direct debit payments for 2020, you will need to fill out the direct debit contract, a link to this document is available on the [PSNZ Website](#). Direct Debit contracts are only available for sign up until 14 February 2020. If you have any questions relating to this process please email us on p.society@psnz.org.nz.