

## RENEW AND PAY YOUR MEMBERSHIP ONLINE

This year all members can 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](http://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.

The screenshot shows the member dashboard for Alex Pharmacist. At the top, there is a navigation bar with 'Hello Alex', 'MY DASHBOARD', 'MY LEARNING', 'LOG OUT', and a search box. Below this is a menu with categories like 'EDUCATION & TRAINING', 'MEMBERSHIP & BRANCHES', 'PROFESSIONAL SUPPORT', 'THE PHARMACY PROFESSION', 'NEWS & EVENTS', 'ABOUT PSNZ', and 'CONTACT PSNZ'. The main content area is titled 'Dashboard' and 'ALEX PHARMACIST'. On the left, there is a sidebar menu with options like 'Dashboard', 'Your Dashboard', 'Personal Details', 'Change Password', 'Addresses', 'Membership', 'Account', 'Registrations', and 'Mailinglists'. A 'LOG OUT' button is also present. In the center, there is a 'Make Payment' button circled in red. Below this, there is a table with the following data:

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

### 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 2019 membership with a status of "Will Renew". Once renewed, your membership screen should look similar to the one below for 2017.

PHARMACEUTICAL SOCIETY  
of New Zealand Incorporated

Hello Alex MY DASHBOARD MY LEARNING LOG OUT Search

EDUCATION & TRAINING MEMBERSHIP & BRANCHES PROFESSIONAL SUPPORT THE PHARMACY PROFESSION NEWS & EVENTS ABOUT PSNZ CONTACT PSNZ

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		

LOG OUT

My LEARNING  
GO THERE

## Other payment methods

### Internet banking:

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

**Please include your name and PSNZ membership number as the reference** (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 over 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 2019 and you do not need to do anything. Note however that the membership fee has increased for 2019, therefore your monthly payment amount will also increase.

#### New Direct Debit Contracts

If you wish to set up monthly direct debit payments for 2019, you will need to fill out the direct debit contract, this document is currently under review, please email [p.society@psnz.org.nz](mailto:p.society@psnz.org.nz) to register your interest in this payment method and we will be in touch as soon as the paperwork has been finalised.