



## HOW TO PROCESS MEMBER PAYMENTS

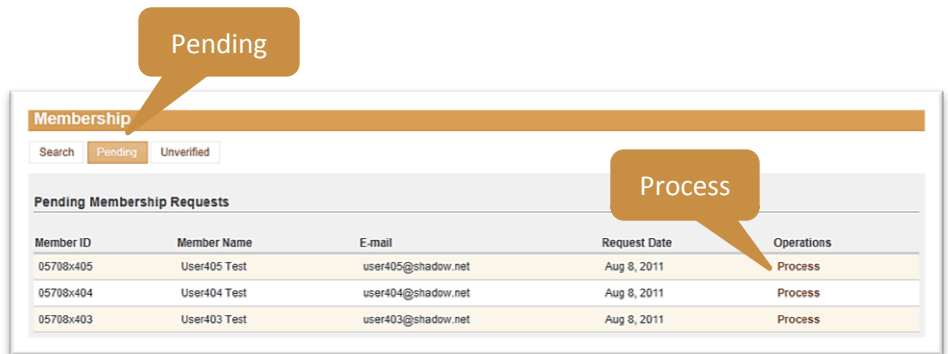
Since all processing is performed through the Club's web site, you start by using any web browser and log in at <http://myscacc.com>. Click on **Membership** in the navigation bar on the left.

### NEW MEMBER PAYMENTS

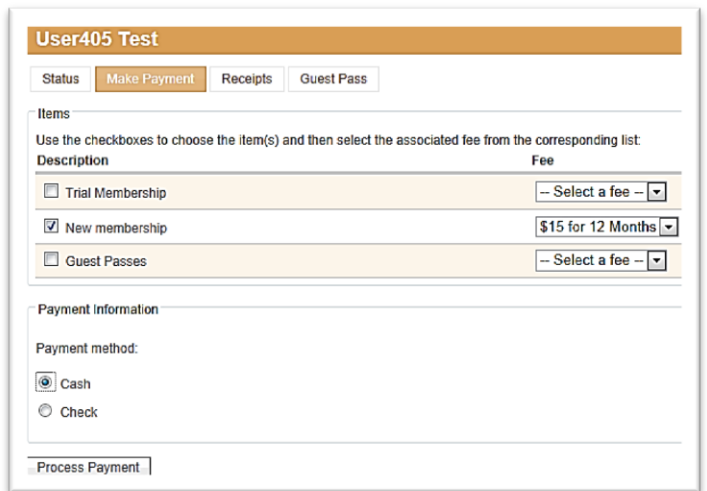
At this point it is assumed that the new member has completed the online application form and is now ready to make a payment.

You may use either the **Search** or **Pending** menus to

process the payment, but **Pending** is easier to use. By clicking on **Pending** you are presented with a list of people who are not yet Club members. Locate the appropriate entry and click on **Process**. This will take you to the status page where you select **Make Payment**.



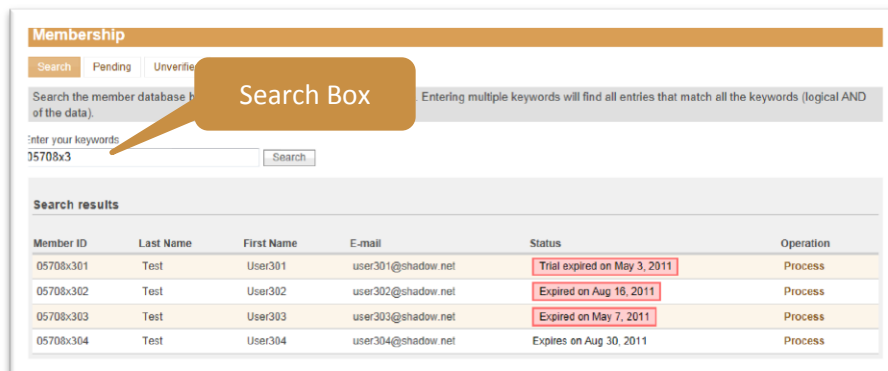
The payment form is straightforward. In the *Items* section click the **New Membership** checkbox and select the **Fee** from the select box. In the *Payment information* section select either cash or check. Finally, click the **Process Payment** button.



The next page is simply a confirmation of the data you entered on the payment form. If you find a mistake then now is the time to click on **Edit** to fix the error. Otherwise, select the **Confirm** button to proceed to print a receipt.

### RENEWAL PAYMENTS

Use the Search page to lookup the member. Enter the member's Membership ID number, name or e-mail address in the search box and click on the **Search** button. Find the appropriate entry in the list of members and



click on **Process**. The rest of the process is identical to new member payments except the item you check will be Renew Membership.



### TRIAL MEMBERSHIP

Trial memberships are only available to a Sun City Anthem resident who has never been a Computer Club member. The process is identical to a new member except that you check **Trial Membership** on the payment form.

#### **Important!**

Trial memberships may be used for a maximum of 2 visits after which the trial membership expires. A visit is started when they scan their ID card. Multiple scans in the same day are still part of a single visit. Once a trial membership has expired it may not be extended or renewed.

### GUESTS

A guest is defined as any person who is not a Sun City Anthem resident. Guests must have a guest pass and must be accompanied by a Computer Club member during the entire time they are at the Club.

Only Club members can purchase a Guest Pass. Start the payment process as you would a renewal except you would check Guest Pass on the payment form and select the number of guest passes from the select box.

Following confirmation of the payment, you will be presented with the print receipts page. Here you can print both a receipt and the guest pass. Below is a sample guest pass. It is good for 1 entire day.

