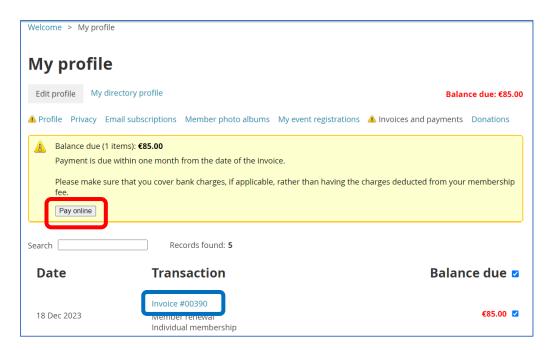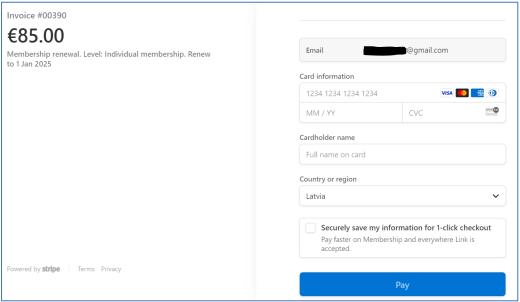# INSTRUCTIONS FOR RENEWING YOUR ANNUAL IAEVG MEMBERSHIP

When it is time to renew your IAEVG membership, you will see an announcement about your membership invoice when logging into your member profile. The invoice shows the fee you initially indicated when registering. The example used is for an individual membership without discount.
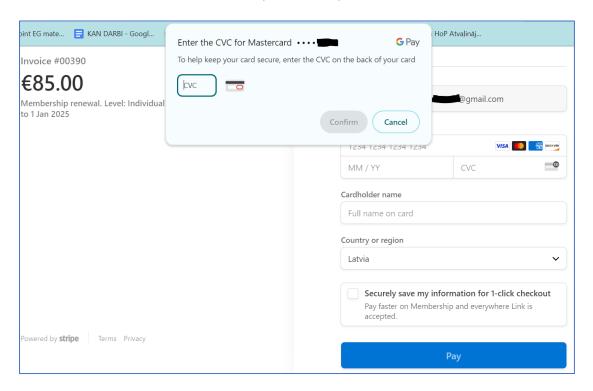
Please try to pay within one month from the date of the invoice. If you are unable to meet this deadline, your invoice remains valid and awaiting payment – no need for a new one. **To pay the invoice by card**, click the "Pay online" button (outlined in red in the screen snip below). **To receive an invoice for payment by bank transfer**, click the Invoice # (outlined in blue below). The invoice will automatically appear in a new window for your convenience.
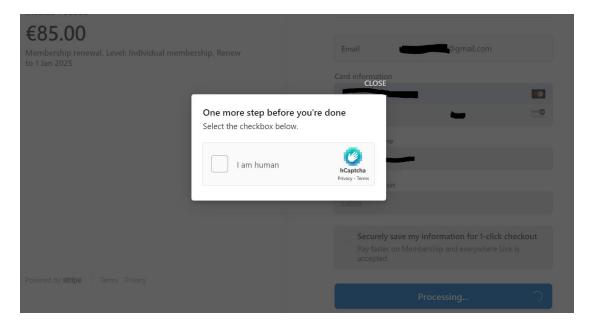

When paying by card, the "Pay online" form will automatically include your e-mail address, the amount to be paid and the invoice number, as shown below.

Next, enter your card information in the payment form. If your payment card is linked to your Google account, you can quickly fill in the card information by providing the CVC number found on your card and clicking "Confirm". If you preferer to enter the information manually, simply click "Cancel". When your card information is entered, click the blue "Pay" button to proceed.
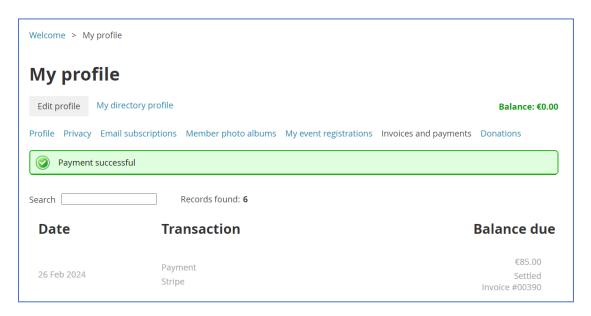

To finalize the payment you need to confirm that you are human by checking the box and completing the verification assignment.

When the payment has been finalized you will be redirected back to your membership profile, where you will see a message confirming that the payment has been successful. If you don´t see this confirmation, please make sure that your card has been activated for internet payments and that your payment settings and bank balance allow the amount to be paid.

If you encounter difficulties, please write to membership@iaevg.com describing the situation.

You will receive a payment receipt at the email address that you have registered for your IAEVG account:

=========

PAYMENT RECEIPT

IAEVG ANNUAL MEMBERSHIP FEE 2024

Date: 26 Feb 2024
Amount: €85.00
Tender: Stripe

Payment received from:
   [Name]
   [e-mail]
   [Organisation]

Payment for:

Date	Document	
18 Dec 2023	Invoice 00xxx Membership renewal. Level: Individual membership. Renew to 1 Jan 2025	Settled amount €85.00 Invoice total €85.00 Due €0.00

Total settled: €85.00
Available balance: €0.00