

1. Instructions to the person responsible for payment of membership fees

When you receive an invoice by mail from your unit, please click on the link in the mail, and you will access the current invoice. If you owe fees for several periods, please use the links in the reminder mail or the mail originally accompanying the invoice. You can also log into **Min side** [my page] to get a complete overview.

Fakturarer

Dato	Nummer	Forfaldet	Status	Total	Rest
20-02-2017	KTG/000016 (*)	02-03-2017	Åben	378,50	378,50
<i>Medlemskontingent 01-01-2017 - 31-12-2017 for 218949 - Ann Spørling</i>				378,50	

(*) Dette er en kontingent-faktura, der vil blive betalt automatisk, hvis du har registreret et gyldigt betalingskort.

[Vis/skjul betalte fakturaer](#)

Subtotal 378,50

Betalingsmetode

Dankort  Gebyr: 1,39

Udenlandske kort  Gebyr: 11,51

Øvrige danske kort  Gebyr: 5,76

- eller tilføj et kort til automatisk betaling

Det valgte kort vil blive brugt til at betale alle åbne kontingentopkrævninger og gemt til fremtidige betalinger. (Kan også bruges til at ændre et allerede tilmeldt kort).

[registrer kort](#)

Total

Jeg accepterer betalingsbetingelserne

[Betalt](#)

BOX 1: Fakturaer

[Shows example of current invoice – with **dato** [date], **nummer** [number], **forfaldet** [due on], **status**, **total** and **rest** [what remains to be paid]

Betalingsmetode/payment method:

[Picture of credit cards]

- **eller tilføj et kort til automatisk betaling** [or add a card for automatic payment]

[The chosen card will be used to pay all open membership invoices and saved for future payments.

The link can also be used to exchange a previously registered card for a new one]

To proceed you will need to tick the box at the bottom: I accept conditions of payment.

Click on **betalt** if you only want to pay once or register your card for this and future groups payments by clicking **registrer kort**.

1.1. One-time payment

Please mark the credit card you want to use for payment. You will now see a **Betal** button in the bottom left corner. Click this and fill in your card details.

Finally, when clicking **gennemfør betalingen** [proceed to payment], this will be registered, and you receive a 'thank you for your order'.



Picture of 'thank you for your order' page

Overview of payment details

Fortsæt til kvittering [continue to confirmation for payment]

1.2. Registration of automatic payment by card

Follow the link in your mail.

Click the button **registrer kort** [register card]

Opret abonnement [subscribe]

Betalingsinformation [payment details]

Kortnummer [card number]

Udløbsdato [expiry date]

Kontrolcifre [CVC code]

Ordrenummer [order no.]

Valuta [currency]

Opret abonnement [green button: subscribe]

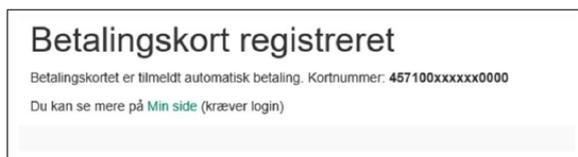
Afbryd betalingen [grey button: cancel payment]

Grey box: When you subscribe, your credit card details will be saved so money can be drawn from your card as long as your subscription is active. Please note that when you make a subscription no money is drawn from your card immediately,

Fill in your card details and click **opret abonnement**

Your card will now be registered for payment of current and future membership fees. When you subscribe, your credit card details will be saved so money can be drawn from your card as long as your subscription is active.

When the card has been registered, you will receive a confirmation:



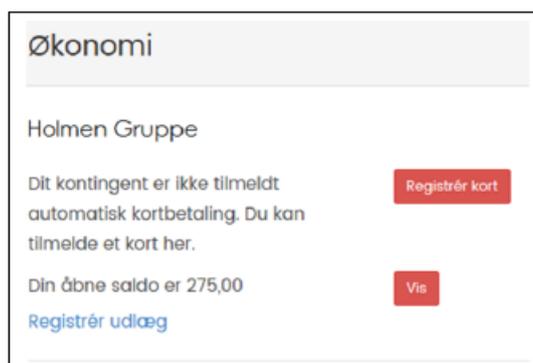
Betalingskort registreret [Credit card registered]

The card is registered for automatic payment. Card no.: 457100xxxxxx0000

More information on **Min side** (log in required)

You can also register your credit card by logging into **Medlemsservice** [Danish only!]. On **Min side** is a field **Økonomi** [economy]. Click on **Registrér kort** and you will be taken through the procedure described above.

If you are registered to pay for your child, the card has to be registered in your name, not your child's.



Økonomi [economy]

Holmen Group

You have not registered for automatic payment of fees. You can register a card here.

Registrér kort [red button: register card]

Open balance: 275,00

Vis [red button: show]

Registrér udlæg [blue: register expenses]

After registration you will receive a '**Tak for din bestilling**':



Tak for din bestilling

Green box: Your payment has now been processed via a safe, encrypted connection

Købsoplysninger [transaction information]

Ordrenummer [order number]

Betalingstype [payment type]

Kredit/debit kort [credit/debit card]

Valuta [currency]

Korttype [card type]

Green box: Continue to confirmation

When you click on **Fortsæt til din kvittering**, you will see a confirmation of payment



Payment card registered

Your payment has been registered for automatic payment. Card no.: 4571100xxxxxx0000

The card will be used to pay invoiced for: Amalie Andersen

Please note: When a payment card is registered, the amount owed will be drawn on the date due and not immediately.

You will receive an additional confirmation by mail.

1.3 Change of payment card

On the membership fees mail it says “You can pay this invoice with another card or change payment cards permanently by [link to account registration] [In Danish: **Du kan betale denne faktura med et andet kort eller skifte betalingskort permanent på [link til kortregistrering]**]. If you follow this link you will be taken to the page where your payment card is registered (as shown above). When you have registered the card, you will see the button **registrer kort** has changed to **skift kort** [change card]. If you click this you will also be taken to the card registration page where you can change your account details. Another button, **afmeld kort** [cancel card] has been added, as shown below.

If you want to change but have no link to follow, you can log into **Medlemsservice** and go to **Min side**.

Here you will see all units you have economic transactions with, e.g.



Jens Bangs Division

Your membership fee is paid with this card [blue button: change cards]

45719xxxxxx9460 [blue button: cancel card]

Show invoices and payment history

Register expenses

Click **skift kort**. Now you can fill in new details or click **Afbryd betaling**. The latter will interrupt the current process.

1.4 Cancel payment card

If you want to unsubscribe your payment card, please click **afmeld kort** [unsubscribe card]

If you click unsubscribe card you will be taken to a new page:



Unsubscribe payment card

You are about to unsubscribe automatic payment for Gert Simonsen in Jens Bangs Division

If you cancel automatic payment, all invoices have to be paid manually.

Please note that a membership is still active (contact your group about withdrawal)

If you want to change automatic payment to a new card, please use this button [blue button: change cards]

To confirm cancellation of payment card, please click [red button: unsubscribe payment card]

If you only want to change your card, you can click the button: **skift kort**

If you want to confirm your cancellation of the payment card, you click: **afmeld betalingskort**. Your payment card has not been unsubscribed and you will receive this confirmation:



Unsubscribe payment card

Automatic payments for Gert Simonsen in Jens Bangs Division have now been cancelled.

If you want to register a new card for payments, please click: [blue button: register card]

If you now want to register a new card, you click on **register card**.

In addition to the confirmation you see on the screen, a confirmation mail will be sent to you.