

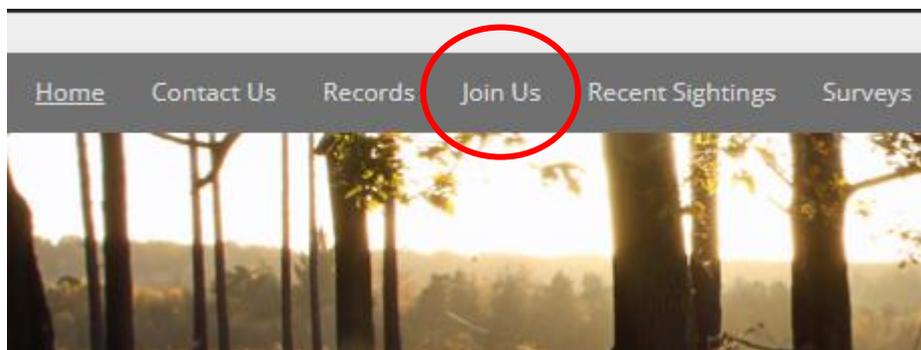


## SOS Online Account Guide

The Sussex Ornithological Society is pleased to announce the launch of its online membership accounts. You are now able to set up a membership with the SOS via the website and to pay annually with your card.

### Signing up:

To sign up, please click the 'Join Us' link in the top menu:



Then select the membership you wish to purchase:

Current rates are as follows:

Individual Annual Membership	£14.00 pa
Joint/Family Annual Membership	£17.00 pa
Student/Under 21 Annual Membership	£ 4.50 pa
Individual Life Membership	£200
Joint/Family Life Membership	£250

Select a Membership Type

Continue

Select a Membership Type

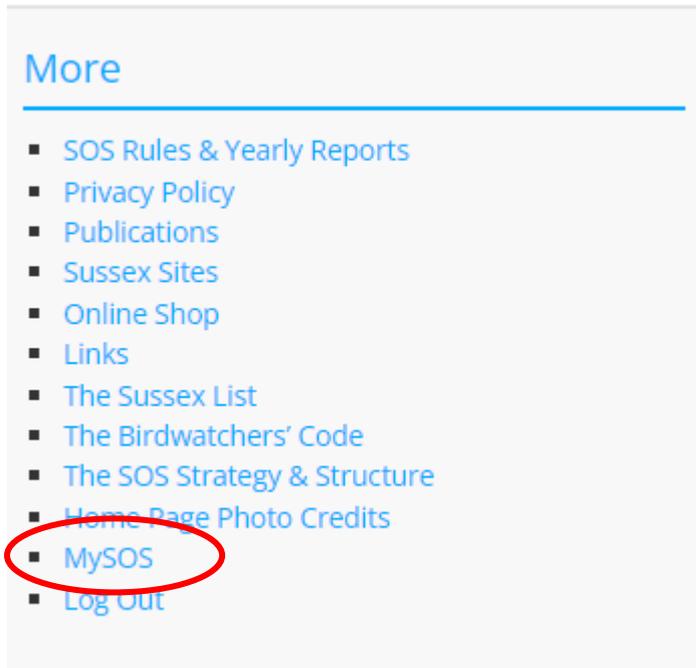
- Individual Annual Membership
- Joint/Family Annual Membership
- Student/Under 21 Annual Membership
- Individual Life Membership
- Joint/Family Life Membership

Once the membership type is selected, press 'continue' and you will be asked to pay for your subscription annually, via card.

Fill in the required fields, enter your card details, inc. expiry date and CVC.

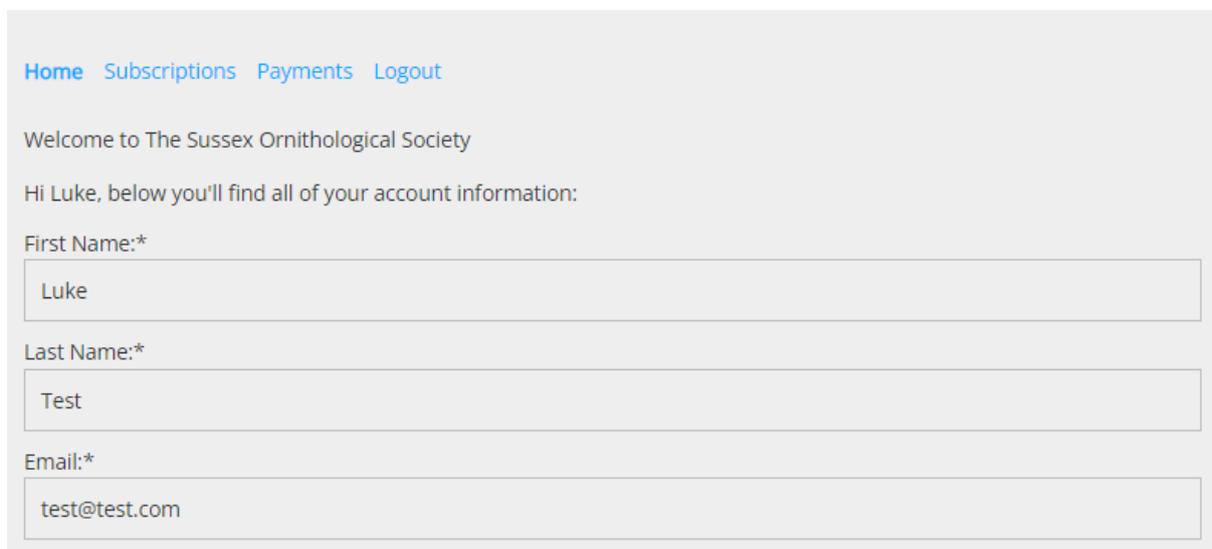
Once the payment has gone through, you will automatically be emailed a receipt and your online account will be set up.

To access your online account at any time, please click the 'MySOS' button in the right hand 'More' menu:



My Account:

In your account, you can update your address details, email and any other info given/requested.

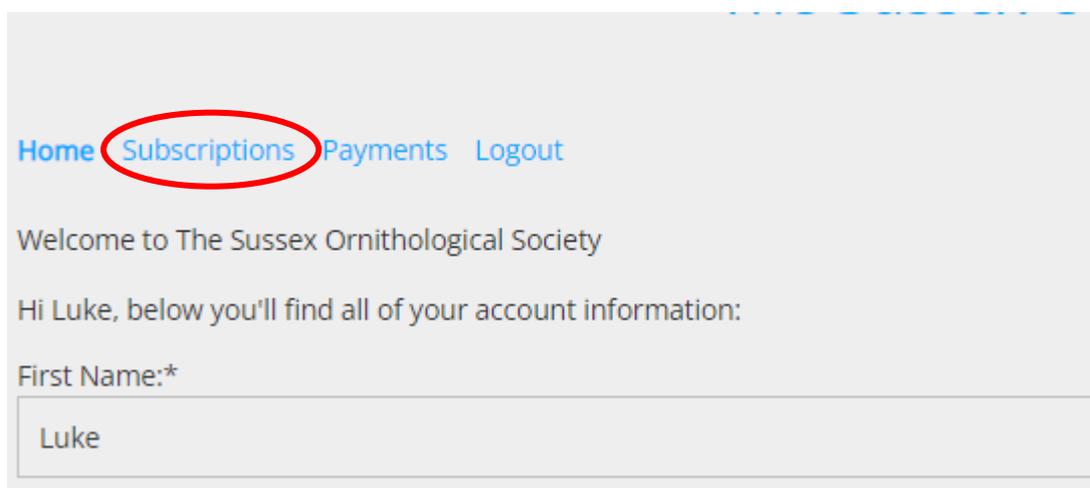
A screenshot of a user's account page. At the top, there are navigation links: 'Home', 'Subscriptions', 'Payments', and 'Logout'. Below this is a welcome message: 'Welcome to The Sussex Ornithological Society'. The user is identified as 'Hi Luke, below you'll find all of your account information:'. There are three input fields: 'First Name:\*' with the value 'Luke', 'Last Name:\*' with the value 'Test', and 'Email:\*' with the value 'test@test.com'.

If any changes are made, remember to click 'save profile' at the bottom of the page before navigating away:

Save Profile

### Renewing your membership:

Annual SOS memberships expire on 31<sup>st</sup> Dec. A week before the subscription expires, you will be sent an automatic reminder to renew your membership. To do this, please navigate back to your online account, via the 'MySOS' button, once in your account select 'subscriptions' from the top menu:



Home **Subscriptions** Payments Logout

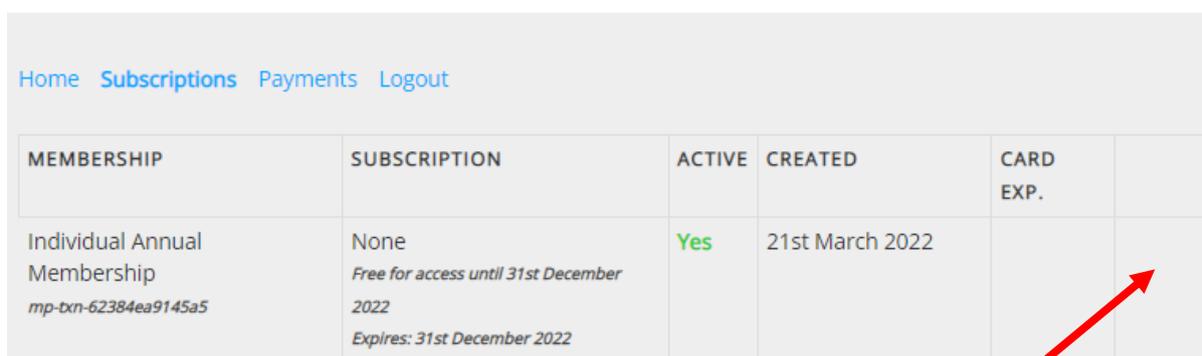
Welcome to The Sussex Ornithological Society

Hi Luke, below you'll find all of your account information:

First Name:\*

Luke

The subscriptions page will show any subscriptions you have:



MEMBERSHIP	SUBSCRIPTION	ACTIVE	CREATED	CARD EXP.	
Individual Annual Membership <i>mp-bxn-62384ea9145a5</i>	None <i>Free for access until 31st December 2022</i> <i>Expires: 31st December 2022</i>	Yes	21st March 2022		

To the right of your subscription, a 'renew' option will appear when it is time to renew. Please click this and enter your payment details to renew your subscription.

If you wish to change your subscription type, do not renew, instead navigate back to the 'Join Us' page and select a different membership:

Current rates are as follows:

Individual Annual Membership	£14.00 pa
Joint/Family Annual Membership	£17.00 pa
Student/Under 21 Annual Membership	£ 4.50 pa
Individual Life Membership	£200
Joint/Family Life Membership	£250

Select a Membership Type

- Select a Membership Type
- Individual Annual Membership
- Joint/Family Annual Membership
- Student/Under 21 Annual Membership
- Individual Life Membership
- Joint/Family Life Membership

Alternatively, you can also renew from the Join Us page by selecting the membership you have and then clicking 'Continue', on the next screen, when you enter your email address, the system will recognise you and take you to the log in page. Once logged in, it will take you back to your purchase to allow you to pay for it.

Any queries, please contact:

[mpadmin@sos.org.uk](mailto:mpadmin@sos.org.uk)