In your club account, choose <u>View profile</u> in the top right. This takes you to your profile page of information, but also a button to renew your membership and a notice about your Balance at the bottom:



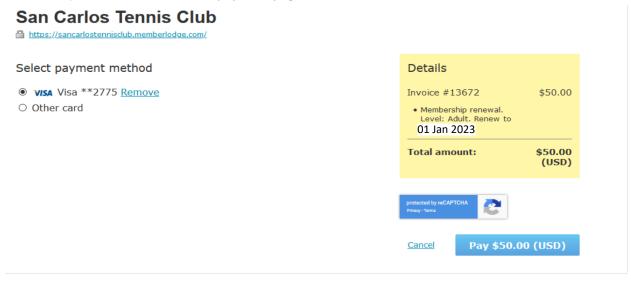
Click on Renew to 01 Jan 2023 to get to Membership renewal



Change any profile details (name, email, etc) then click <u>Update and next</u> to get to first payment page:



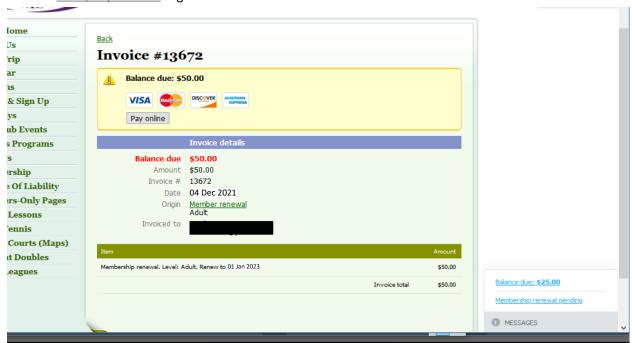
Click on Pay online to arrive at next payment page:



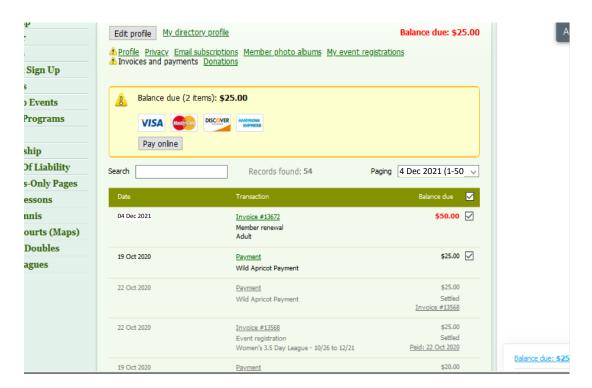
<u>From this page, hit 'back' IN THE BROWSER (not cancel)</u>. A balance due should appear at the bottom right that reflects your unused credits minus the cost of the membership (in this case there was a \$25 credit that was decremented to a balance due of \$25 to pay for the membership):



## Click on View/Pay invoice to get to this view:



\*\*Click on\_balance due: \$25.00 at bottom right\*\*
This pulls up a list of your recent transactions:



- \*Make sure that the new charge and the credit are both selected with a check mark ✓ and that the balance due (2 items) shows the correct amount of \$25 due.
- \*Click on Pay online under the credit card logos.

\*Arrive again at the payment page and proceed with payment by clicking Pay \$25.00 (USD)



https://sancarlostennisclub.memberlodge.com/

## Select payment method

- VISA Visa \*\*2775 Remove
- Other card

