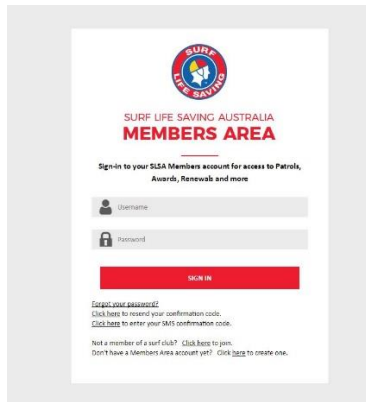


## RENEWING A SINGLE MEMBERSHIP

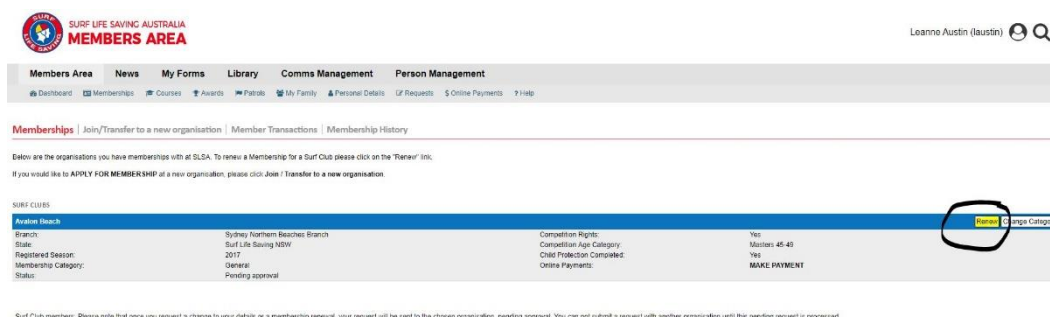
**Step 1:** From the SLSA Members' Portal Login Screen, <http://portal.sls.com.au> enter your Username and Password. Follow the prompts for a username or password reset if required.



**Step 2:** You will now be on the "Members Area" page. Select the "**Membership**" Tab if you are renewing a single membership. If you are renewing a family membership (and have already linked all family members together as Family Group) refer to the document "Renewing a Family Membership".



**Step 3:** You will now be on the "Membership Page". Click the "Renew" button.

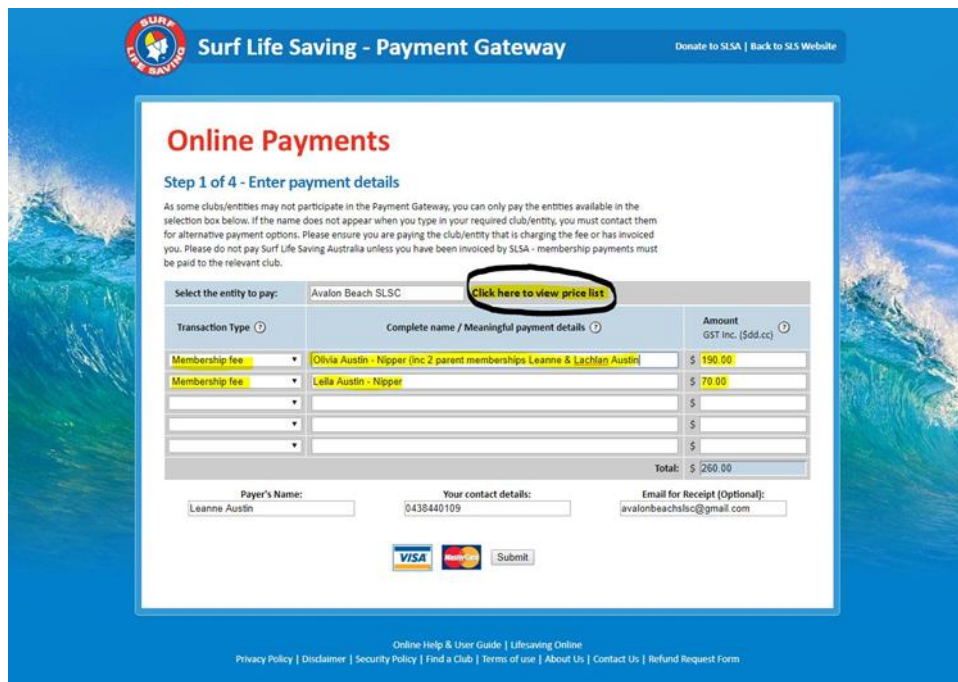


**Step 4:** Read the Membership Application and Declaration Statement and click the Acknowledgement boxes at the bottom of the page and Submit.

**Step 5:** Once your Renewal form has been submitted, you must pay your membership fees by clicking on the "Click here to make a payment" link and follow the prompts.



**Step 6:**

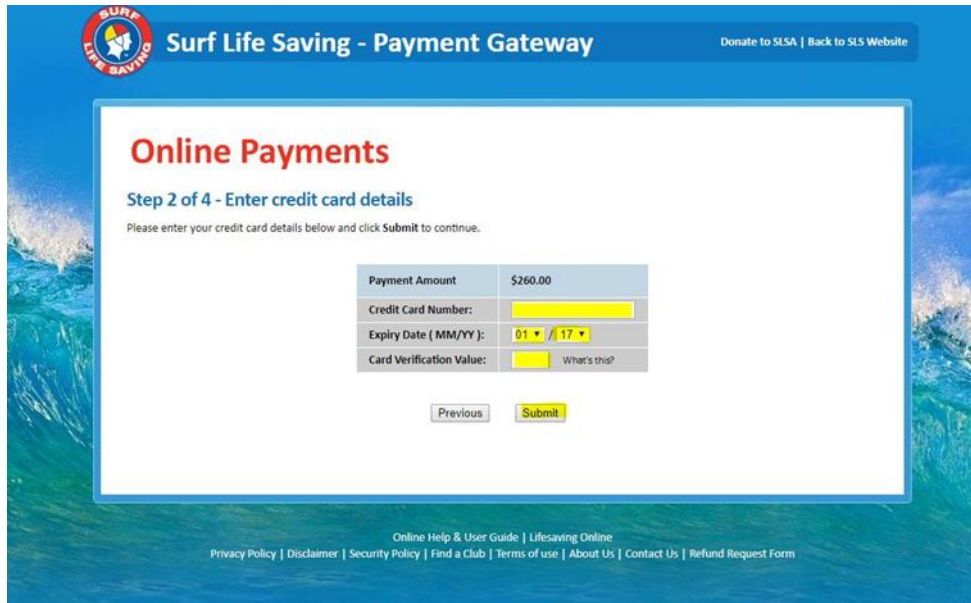


The "Entity to Pay" should automatically be inserted. If not, type "Avalon Beach SLSC". A price list can be viewed by clicking on "Click here to view price list".

Transaction Type: From the dropdown box select "Membership Fee", then type the name/s of the member payment relates to.

Amount: Enter the membership fee value. A price list can be viewed by clicking on "Click here to view price list".

**Step 7:**



Complete credit card details and click "Submit":

**Step 8:** A receipt is automatically emailed to your nominated email address. **Note:** Membership renewal is not complete until both the Renewal Form has been submitted and your membership fees have been paid.

**Step 9:** You may also update any personal information by clicking on "Personal Details." Press Submit.

**Step 10:** Logout. Select the person icon at the top right of screen.

