European Academy of Otology and Neurotology

USER MANUAL FOR MEMBERSHIP SYSTEM
CURRENT MEMBERS

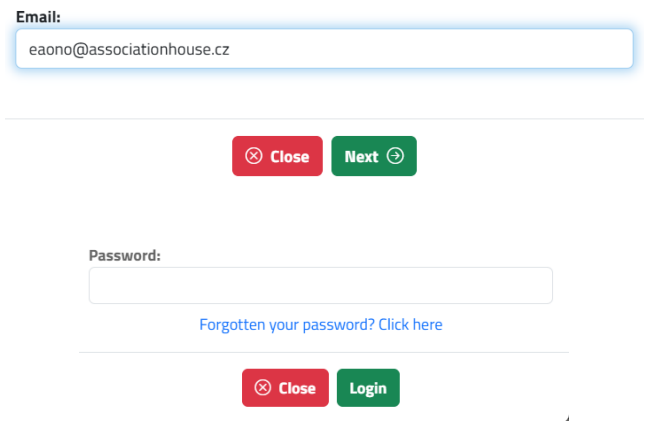
PASSWORD RECOVERY STEPS

If you have previously joined the EAONO association, your membership profile may already be created. To regain access, follow these steps to recover your password.

1. **Access Membership System Homepage:**
   - Open your web browser and go to the EAONO membership system homepage: https://eaono.gmem.eu/page/home
2. **Click on "User Login":**
   - In the right upper corner of the homepage, locate and click on "User login."
3. **Enter Email Address:**
   - Type the email address associated with your EAONO membership profile.
   - Click "Next" to proceed.
4. **Password Recovery Options:**

   a. **Option 1: Password Sent to Email (First Time Attempt):**
   - If it's your first attempt, your password will be sent to the email address linked to your EAONO membership profile.
   - Check your email for the password and use it for login.
   - After logging in, you can change your password in your profile settings.

   b. **Option 2: Lost Password:**
   - If you need to recover your password again, click on "Forgotten your password? Click here."
   - A new password will be sent to your email address.
   - After logging in, you can change the password in your profile settings.



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USER MANUAL: MAIN MENU NAVIGATION

The Main menu is comprised of buttons situated within the yellow navigation bar. This section serves as a gateway to essential features, with exclusive access granted to paid members.

Navigation Steps:

1. Locate the Yellow Line:
    - Identify the yellow line at the top of the screen, which contains the Main Menu buttons.
2. Explore E-Shop:
    - Click on the "E-Shop" button to access EAONO Membership Fees.



EDITING USER DETAILS

1. **Access Personal Data:**
    - Navigate to your personal page within the EAONO platform.
2. **View Main Information:**
    - Primary details are visible on the "Personal Data" page.
3. **Modify Fields:**
    - You can change all fields on the "Personal Details" page except for your name and email address.
4. **Name and Email Address Edits:**
    - If you need to edit your name or email address, please contact the EAONO secretariat at foldynova@associationhouse.cz

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FEES AND ORDERS

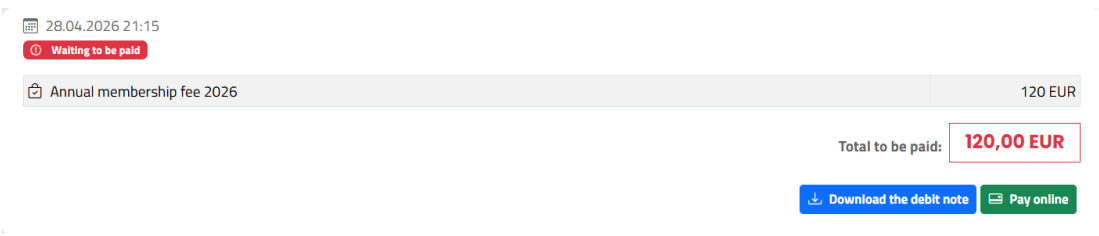
Please choose your membership fee and click on CONTINUE.



Please enter your Billing Address, which will be used for the payment confirmation, and click on ORDER.



Once you click on ORDER, a page with orders will appear. You may choose from following payment methods: PAY ONLINE or DOWNLOAD THE ADVANCE INVOICE which allows you to pay via BANK TRANSFER (The invoice is automatically delivered to the email mailbox.)



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CREDIT CARD PAYMENT STEPS

1. **Select "PAY ONLINE":**
   - Choose the "PAY ONLINE" option on the payment page after placing your order.
2. **Redirection to Bank Payment Gateway:**
   - Upon selecting credit card payment, you will be automatically redirected to the bank's payment gateway.
3. **Language Adjustment:**
   - If the English language is not displayed automatically, locate the language settings in the left bottom corner.
   - Adjust the language to your preference.
4. **Email Notification:**
   - Simultaneously, you will receive an email notification with payment details.

Note: If you decide to pay via bank transfer instead, you can disregard these steps.



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BANK TRANSFER PAYMENT STEPS:
When opting for bank transfer as the payment method, follow these steps to download the advance invoice and use the QR code for seamless payment. Additionally, an email notification with payment details is provided for your convenience.

1. **Select "DOWNLOAD THE ADVANCE INVOICE":**
   - Choose the "DOWNLOAD THE ADVANCE INVOICE" option on the payment page after placing your order.
2. **Invoice Download:**
   - Clicking the option will initiate the download of the advance invoice containing all payment details.
3. **Payment Using QR Code:**
   - Open the mobile application of your bank.
   - Select the payment option with the QR code.
4. **Scan QR Code:**
   - Use your mobile application to take a picture of the QR code provided on the advance invoice.
5. **Review Payment Details:**
   - Confirm that all details are displayed accurately in the payment details section of your mobile banking application.
6. **Email Notification:**
   - Simultaneously, you will receive an email notification with the same payment details.
   - Continue with your usual bank transfer process using the information from the email.

