European Academy of Otology and Neurotology

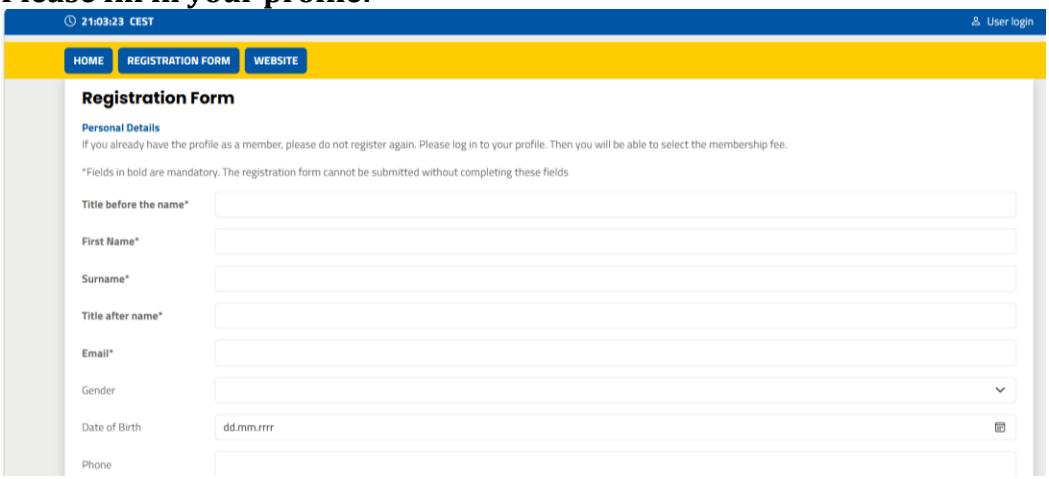
USER MANUAL FOR MEMBERSHIP SYSTEM
NEW MEMBERS

NEW MEMBER´S REGISTRATION

To become a member, follow the steps outlined below to access the "Members Registration Form" on the membership system homepage.



Please fill in your profile:



Notes:

During the registration process, it is essential to provide consent for Personal Data Processing in compliance with GDPR. Additionally, the option to subscribe to newsletters related to Association matters is presented as an optional choice.

Complete your registration first. Once approved, you can proceed to order and pay for your membership.

Logging into the Platform

After successfully submitting your registration, follow these steps to log into the platform and proceed with EAONO Membership Fee selection.

Login and Membership Fee Selection Steps:

1. **Access Login Section:**

European Academy of Otology and Neurotology

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- After submitting your registration, locate the login section on the platform's homepage.

2. **Enter Email Address:**
   - Add your registered email address in the designated field.
3. **Password Retrieval (First Time):**
   - For the first login attempt, click on the appropriate option to retrieve your password.
   - A password will be sent to your email address.
4. **Change Password (Optional):**
   - After the initial login, you have the option to change your password. This can be done in your profile settings.
5. **Navigate to EAONO Membership Fees:**
   - Once logged in, go to the page labeled "EAONO Membership Fees."
6. **Choose Membership Fee:**
   - Explore the available membership fees and choose the one that suits your preferences or requirements.

FEES AND ORDERS

Please choose your membership fee and click on CONTINUE. Please note that it is possible to choose only one fee in one order.



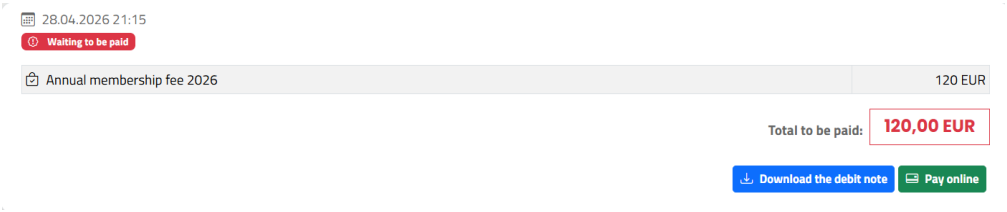
Please enter your Billing Address, which will be used for the payment confirmation, and click on ORDER.

European Academy of Otology and Neurotology

USER MANUAL FOR MEMBERSHIP SYSTEM
NEW MEMBERS



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.)



European Academy of Otology and Neurotology

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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.



European Academy of Otology and Neurotology

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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.

