

# USER MANUAL FOR MEMBERSHIP SYSTEM

## NEW MEMBERS

### NEW MEMBER’S REGISTRATION

To become a member, follow the steps outlined below to access the “REGISTRATION” on the membership system homepage.



EUROPEAN LIFESTYLE  
MEDICINE ORGANIZATION

HOMEREGISTRATIONGUIDELINES ▾ELMO WEBSITE

Home

[ELMO Annual Subscription Fees:](#)

### Please fill in your profile:

#### Registration

Personal Details

If you already have the profile as a member, please do not register again. Please log in to your profile. Then you will be able to select the membership fee.

\*Fields in bold are mandatory. The registration form cannot be submitted without completing these fields

First Name\*

Last Name\*

Email\*

Birth Date\*

📅

Birth Place\*

Gender\*

▼

**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.

### Logging into the Platform

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

### Login and Membership Fee Selection Steps:

- Membership status approval**
  - Your application will be reviewed, and you will be notified for the steps you need to take to complete your application.
  - In case you do not receive information on your application status within 72 hours contact us at [secretariat@eulm.org](mailto:secretariat@eulm.org)
- Access Login Section:**
  - After submitting your registration, locate the login section on the platform's homepage.

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3. **Enter Email Address:**
  - Add your registered email address in the designated field.
4. **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.
5. **Change Password (Optional):**
  - After the initial login, you have the option to change your password. This can be done in your profile settings.
6. **Navigate to ELMO Membership Fees:**
  - Click on the "MEMBERSHIP FEES" button to access ELMO Membership Fees

### FEES AND ORDERS

Please choose your membership fee and click on CONTINUE. Please note that it is possible to choose only fee which is valid for you.

HOMEMEMBERSHIP FEESGUIDELINES ▾ELMO WEBSITE

<input type="radio"/>	Medical Doctors	90,00 EUR
<input type="radio"/>	Other Health Professionals	65,00 EUR
<input type="radio"/>	Students	30,00 EUR

Continue ➞

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

**Invoice details**  
Please fill in full invoice details. Details will be used on proforma and final invoices.

Company/Name:

City:

Street:

Postcode:

Country:

ID:

TAX ID:

Back

Order ➞

Once you click on **ORDER**, a page with orders will appear. You may choose from payment methods: PAY ONLINE and PAYPAL. You can also DOWNLOAD THE DEBIT INVOICE.

Personal data

Social networks

Orders

Change password

Personal Details

Edit

27.08.2024 12:45

Waiting to be paid

Other Health Professionals

65 EUR

Total to be paid: 65,00 EUR

Download the debit note

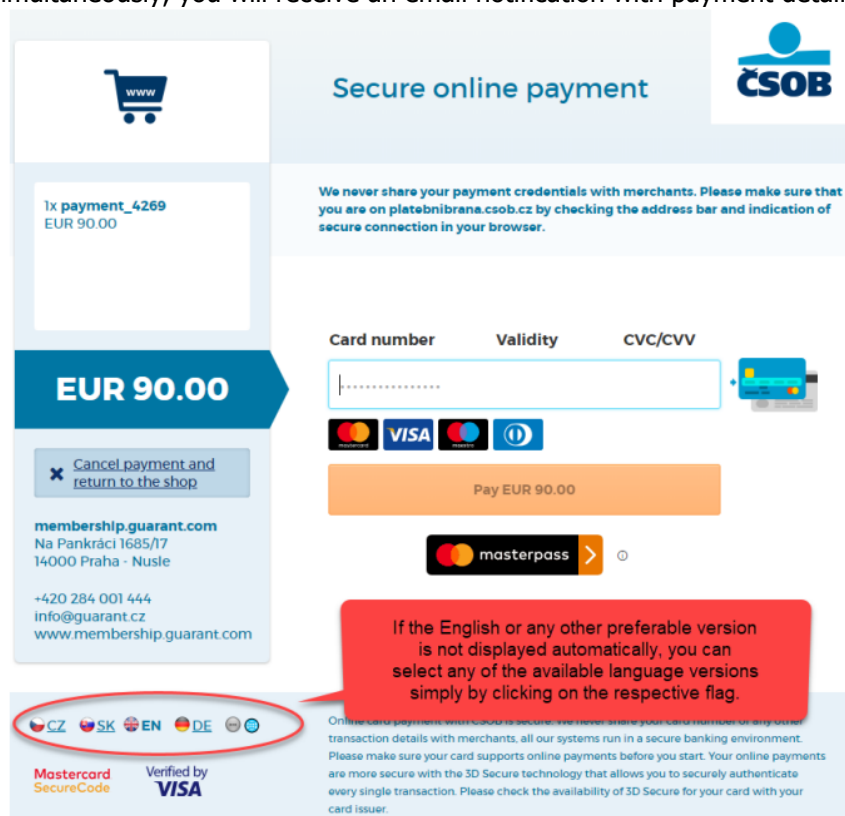
Pay online

PayPal

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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.



**Secure online payment** **CSOB**

1x payment\_4269  
EUR 90.00

We never share your payment credentials with merchants. Please make sure that you are on [platebnibrana.csob.cz](https://platebnibrana.csob.cz) by checking the address bar and indication of secure connection in your browser.

Card number      Validity      CVC/CVV

EUR 90.00

Cancel payment and return to the shop

membership.guarant.com  
Na Pankráci 1685/17  
14000 Praha - Nusle  
+420 284 001 444  
info@guarant.cz  
www.membership.guarant.com

Pay EUR 90.00

masterpass

If the English or any other preferable version is not displayed automatically, you can select any of the available language versions simply by clicking on the respective flag.

Online card payment with 3D Secure is secure: we never share your card number or any other transaction details with merchants, all our systems run in a secure banking environment. Please make sure your card supports online payments before you start. Your online payments are more secure with the 3D Secure technology that allows you to securely authenticate every single transaction. Please check the availability of 3D Secure for your card with your card issuer.

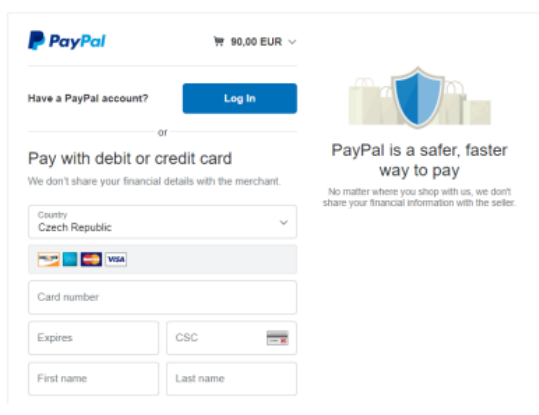
Mastercard SecureCode      Verified by VISA

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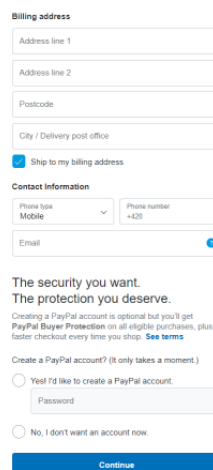
### PAYPAL PAYMENT STEPS

When choosing the PayPal payment option, you will be redirected to the PayPal webpage to complete the transaction. Follow the steps below for a seamless payment experience.

- 1. Select "PAYPAL":**
  - Choose the "PAYPAL" option on the payment page after placing your order.
- 2. Redirection to PayPal Webpage:**
  - Upon selecting PayPal, you will be automatically redirected to the PayPal webpage.
- 3. Log into PayPal:**
  - Log in to your PayPal account using your credentials.
- 4. Review and Confirm:**
  - Review the payment details and confirm the transaction within the PayPal interface.
- 5. Return to Merchant's Site:**
  - After completing the payment on PayPal, you will be redirected back to the merchant's site.



The screenshot shows the PayPal login and payment interface. At the top, it says "PayPal" and "90,00 EUR". Below this, there's a "Log in" button. A message says "Have a PayPal account?". Below that, it says "or" and "Pay with debit or credit card". A note states "We don't share your financial details with the merchant." There's a dropdown menu for "Country" set to "Czech Republic". Below that are fields for "Card number", "Expires", "CSC", "First name", and "Last name". A shield icon with the text "PayPal is a safer, faster way to pay" is also visible.



The screenshot shows the PayPal billing and contact information page. It has a "Billing address" section with fields for "Address line 1", "Address line 2", "Postcode", and "City / Delivery post office". There's a checkbox for "Ship to my billing address" which is checked. Below this is the "Contact information" section with fields for "Phone type" (set to "Mobile"), "Phone number" (with a "+420" prefix), and "Email". A blue "Continue" button is at the bottom. There's also a section for "The security you want. The protection you deserve." with a note about PayPal Buyer Protection. At the bottom, there's a question "Create a PayPal account? (It only takes a moment.)" with two radio button options: "Yes! I'd like to create a PayPal account." and "No, I don't want an account now."