

GROUP MEMBERSHIP – HOW TO PAY (Administrators only)

If you are NOT a Group Babel Administrator, you do not need to read this.

Please note that paying Group Membership is a SEPARATE process/ step in renewals.

Paying your individual fee does not automatically pay the group fee.

1. Go to <https://www.qlhf.org.au/Membership/index.php?>
2. Logon as you normally do with the email and password you set yourself
3. You will see the following screen and on the left menu under groups there is an option called “Group Invoicing” (circled in red below):

The screenshot shows the 'Member Status' page. The left sidebar has a menu with 'Group Invoicing' circled in red. The main content area displays the following information:

- Member:** [Redacted]
- Member Status:** Financial Member
- Member Expiry:** 1 July, 2012
- Dependents:** No Dependents registered. You can add dependent members from your profile before initiating the fee payment process if required.
- Groups:** [Redacted]
- Membership Instructions:** Your membership is current with no action from you required at this time.
- Fees Pending:** No Fees Pending
- Invoice Pending:** No Open Invoices.

4. Click on “Group Invoicing” and you will see the following screen (in this example there is one group showing but it will show all groups you are an administrator for). Find the group you wish to pay fees for and look in the right hand column for “Pay Fees” (circled in red below):

The screenshot shows the 'Administer Group Fees' page. The left sidebar has a menu with 'Group Invoicing' circled in red. The main content area displays a table with the following data:

Group Name	Group Status	Fee Due By	Action
[Redacted]	Approved	2013-07-01 00:00:00	Pay Fees Invoice History

The 'Pay Fees' link in the Action column is circled in red. Below the table, it shows 'Page 1 of 1' and 'Displaying 1 to 1 of 1 Groups'.

- Click on "Pay Fees" and you will see a screen where at the top are the details of the group you selected and on the bottom a checklist:

Pay Group Fee

You are about to generate an invoice to pay the annual group fees for the above group. You need to be acting under the authority of the group and have the authority to initiate this action. You need to know if your group takes the optional Directors and Officers Liability Insurance or not.

You need to read the statements below and check each box to acknowledge you have understood the statement then the Generate Invoice Button will appear.

I have the groups authority to initiate this process

I know about standard fees and the option of paying the higher fee which includes liability insurance.

I want to initiate the process now.

- You need to look at the details shown for the group and make sure they are correct, then mark the check boxes. NOTE: Once you click "...initiate the process now..." an invoice will be generated (if you make a mistake or wish to check something, you can cancel it if required). It will look something like this – it is a SEPARATE invoice to your individual invoice/ fee:

Pay Group Fee

Queensland Living History Federation

Tax Invoice No: 10000●

Queensland Living History Federation
 PO Box 10692
 Adelaide Street
 Brisbane
 Queensland 4000

Document Date: 18 May, ●●

Invoiced To:

Code	Product	Member	Amount
GRPIN	Group Fee with Directors Insurance		●●
Includes \$0.00 GST.		Total:	●●

- You have from this point the same options you would for paying any QLHF invoice – Paypal, EFT, Cheque or Direct Deposit. Only PAYPAL payments are registered in the system immediately, all others have to be manually verified. In these cases it would be an idea to email a copy of the transaction record to qlhf@qlhf.org.au
