

**STEP 1**  
Click on the 'Login / Renew' link


The image shows a browser window displaying the TASA website. The browser's address bar shows 'tasa.org.au'. The website's navigation bar includes links for 'Contact', 'Login / Renew', and 'JOIN'. A search bar is located on the right side of the navigation bar. Below the navigation bar is the TASA logo, which consists of a stylized circular graphic and the text 'TASA The Australian Sociological Association'. To the right of the logo is the tagline 'Understanding our world, making a difference'. Below the logo and tagline is a horizontal menu with links for 'Home', 'About', 'Sociology', 'Resources', 'Awards', 'Events', 'Membership', 'Publications', and 'Thematic Groups'. The main content area features a large image of an elderly woman and a young boy looking at each other. Overlaid on this image is the text 'About TASA' and the tagline 'Understanding our world, making a difference'. Below the image are three small circles, with the first one filled. At the bottom of the page, there are two sections: 'TASA Blog' and a video player titled 'What is sociology?'.

## STEP 2

Key in your Email Address and Password

The screenshot shows the TASA website's login page. At the top, there is a navigation bar with links for 'Contact', 'Login', and 'JOIN / RENEW', along with a search bar. The main header features the TASA logo and the tagline 'Understanding our world, making a difference'. Below the header is a secondary navigation menu with links for 'Home', 'About', 'Sociology', 'Resources', 'Awards', 'Events', 'Membership', 'Publications', and 'Thematic Groups'. The central content area is titled 'My Account' and contains a 'Login' section with two input fields: 'Username or email address \*' and 'Password \*'. A blue 'LOGIN' button is positioned below the fields, and a link for 'Lost your password?' is located to the right. On the right side of the page, there are two 'My Account' panels. The top panel lists several account management options: 'Update Email/Password', 'Update Address', 'Education & Employment', 'General Information', 'Areas of Interest', 'Areas of Expertise', and 'Thematic Groups'. The bottom panel contains a message: 'Please ensure that your account is kept up to date at all times as we rely on this information to keep you informed.'

Contact Login **JOIN / RENEW** Search...

 **TASA** The Australian Sociological Association *Understanding our world, making a difference*

Home About ▾ Sociology ▾ Resources ▾ Awards ▾ Events ▾ Membership ▾ Publications ▾ Thematic Groups ▾

### My Account

#### Login

Username or email address \*

Password \*

**LOGIN** [Lost your password?](#)

#### My Account

- » [Update Email/Password](#)
- » [Update Address](#)
- » [Education & Employment](#)
- » [General Information](#)
- » [Areas of Interest](#)
- » [Areas of Expertise](#)
- » [Thematic Groups](#)

#### My Account

Please ensure that your account is kept up to date at all times as we rely on this information to keep you informed.

## STEP 3

After logging in, you will come to the **My Account** page. To review/change your **PAYMENT METHOD** details, please click on the blue **VIEW** button.

My Account - TASA | 3 steps to Renew your AAG | tasa.org.au/my-account

**Your registration is almost complete. Please review, and update, your account details using the 'My Account' drop-down menu at the top of the page:**

- Thematic Groups
- Areas of Interest
- General Information
- Education & Employment
- Areas of Expertise

### My Account

Hello (not [? Sign out](#)). From your account dashboard you can view your recent orders, manage your shipping and billing addresses and [edit your password and account details](#).

### My Subscriptions

SUBSCRIPTION	STATUS	NEXT PAYMENT	TOTAL	
<a href="#">82580</a>	Active	April 2, 2016 Via MasterCard card ending in 8367	\$140.80 / year	<a href="#">VIEW</a>
<a href="#">81653</a>	Switched	-	\$317.00 / year	<a href="#">VIEW</a>

### My Account

- » [Update Email/Password](#)
- » [Update Address](#)
- » [Education & Employment](#)
- » [General Information](#)
- » [Areas of Interest](#)
- » [Areas of Expertise](#)
- » [Thematic Groups](#)

### My Account

Please ensure that your account is kept up to date at all times as we rely on this information to keep you informed.

Our website uses SSL to ensure that the information you submit on our website is safe and secure.

Windows Taskbar: Search Windows | 7:25 8/01/

**STEP 4**

Click on the blue **CHANGE PAYMENT** button



The screenshot shows a web browser window with the URL `tasa.org.au/my-account/view-subscription/82580`. The page content includes:

- An orange navigation bar with links: [General Information](#), [Education & Employment](#), and [Areas of Expertise](#).
- A main content area titled "Subscription #" containing a table with the following data:

Status	Active
Start Date	April 2, 2015
Last Payment Date	April 2, 2015
Next Payment Date	April 2, 2016
Actions	<a href="#">SUSPEND</a> <a href="#">CANCEL</a> <a href="#">CHANGE ADDRESS</a> <a href="#">CHANGE PAYMENT</a>
- A right-hand sidebar with a "My Account" section containing links: [Update Email/Password](#), [Update Address](#), [Education & Employment](#), [General Information](#), [Areas of Interest](#), [Areas of Expertise](#), and [Thematic Groups](#).
- Below the sidebar, another "My Account" section with text: "Please ensure that your account is kept up to date at all times as we rely on this information to keep you informed." and "Our website uses SSL to ensure that the information you submit on our website is safe and secure."
- A "Subscription Totals" section at the bottom with a table header:

PRODUCT	TOTAL
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**STEP 5:** Scroll your mouse down to the bottom of the page until you see the two blue buttons.

**MANAGE CARDS**

**CHANGE PAYMENT METHOD**

Click on the **MANAGE CARDS** button to update your credit card details. Click on the **CHANGE PAYMENT METHODS** button to change from credit card to Electronic Transfer, for example.

The screenshot shows a web browser window with the URL `tasa.org.au/checkout/order-pay/82580/?pay_for_order=true&key=wc_order_5673fd59cccdf&change_payment_method=82580&wponce=82456ee617`. The page content includes a table with the following data:

PRODUCT	QTY	TOTALS
TASA Membership	1	\$128.00 / year
Subtotal:		\$128.00 (ex. tax)
Shipping:		Free Shipping
Tax:		\$12.80
Payment Method:		Credit card (Stripe)
Total:		\$140.80 / year

Below the table, there are radio button options for the payment method:

- Credit card (Stripe)  
Pay with your credit card via Stripe.
- MasterCard card ending in 8367 (Expires 3/2017)
- Use a new credit card

At the bottom right, there are two blue buttons: **MANAGE CARDS** and **CHANGE PAYMENT METHOD**. Two red arrows originate from the text above: one points to the **MANAGE CARDS** button and the other points to the **CHANGE PAYMENT METHOD** button.