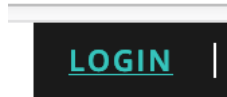


## fib Subscription Renewal User Guide for Corporate members

1. As an admin or a contact person of your Corporation, please log into the [fib Website](https://www.fib-international.org/) (<https://www.fib-international.org/>) using the login button (top right).



2. Please type your credentials: Username or Email and your password (if you forgot your password, please use the “Forgot your Password” link to reset it).

3. From Your dashboard, under “Team”, you can see your corporate membership plan (for example, Sponsoring 2020), view the members of your team, download the invoice, view the history and pay for your renewal.

4. In order to pay your invoice for 2020, please click on the “Pay” button. You will be able to pay:

- via PayPal

The screenshot shows the 'fib Network' dashboard with the 'Payment' tab active. The main heading is 'Invoice'. On the left, the amount 'CHF 2'700.00' is displayed for 'Sponsoring Annual Membership Fee 2020'. Below this, the 'Your purchase ID' is 'ASDFA5SD-15 - VAT N. 123123423'. A 'Save' button is present. On the right, the 'Payment method' section has three radio buttons: 'PayPal' (selected), 'Bank transfer', and 'Credit cards'. A 'Pay with PayPal' button is highlighted in teal. At the bottom, there is a 'Download your invoice' button. The footer contains copyright information for 2019 FIB International and links to terms and conditions, privacy, and help & contact.

- via Bank transfer

The screenshot shows the 'fib Network' dashboard with the 'Payment' tab active. The main heading is 'Invoice'. On the left, the amount 'CHF 2'700.00' is displayed for 'Sponsoring Annual Membership Fee 2020'. Below this, the 'Your purchase ID' is 'ASDFA5SD-15 - VAT N. 123123423'. A 'Save' button is present. On the right, the 'Payment method' section has three radio buttons: 'PayPal', 'Bank transfer' (selected), and 'Credit cards'. Below the radio buttons, there is a warning: 'Your subscription will be activated manually as soon as full payment is received.' followed by bank details for Union Bank of Switzerland (UBS), Box 2950, CH-1211 Geneva 2, Dépôt, Switzerland. The IBAN is CH19 0024 0240 7102 5000 V and the BIC is UBSWCHZH80A. The SWIFT code is UBSWCHZH12A. A note asks to proceed with the bank transfer using this bank account and print it for records, and mentions that an email confirmation will be received upon transfer. The footer contains copyright information for 2019 FIB International and links to terms and conditions, privacy, and help & contact.

- via Credit cards

The screenshot shows the 'Payment' page in the fib Network user interface. At the top, there is a teal header with the 'fib Network' logo and a user profile 'Simone Smith'. Below the header, there are tabs for 'Dashboard' and 'Payment'. The main content area is titled 'Invoice' and contains two main sections:

- Invoice Summary:** Shows a total amount of 'CHF 2'700.00' for 'Sponsoring Annual Membership Fee 2020'. Below this is a form for 'Your purchase ID' with the value 'ASDFA5SD-15 - VAT N. 123123423' and a 'Save' button.
- Payment method:** A section with three radio button options: 'PayPal', 'Bank transfer', and 'Credit cards'. The 'Credit cards' option is selected. Below the options, there is a text prompt 'Click the button below to pay by credit cards' and a 'Pay by credit cards' button.

At the bottom of the page, there is a 'Download your invoice' button and a footer with copyright information and links for 'Terms & conditions', 'Privacy', and 'Help & contact'.

In each situation, you can enter your Reference number (Purchase Id or VAT number). Please click on “Save”. You can also Download your invoice.

5. When you go back to your “Dashboard”, you will see that your subscription has been renewed for 2020.

If you paid by Bank Transfer, please allow several days for the Secretariat to receive and validate your payment.

The screenshot shows the 'My dashboard' page in the fib Network user interface. At the top, there is a teal header with the 'fib Network' logo and a user profile 'John Robin'. Below the header, there is a 'Dashboard' tab. The main content area is titled 'My dashboard' and contains three main sections:

- My working groups:** A section with a group icon and the title 'My working groups'. Below the title is a message: 'You need a valid subscription to access groups'.
- Profile:** A section with a user icon, the name 'John Robin', and an 'Edit' button. Below the name are the details: 'Username: info@fib-international.org' and 'Member number: 21111'.
- Team:** A section with a team icon and the title 'Team'. Below the title is the name 'Salomon' and an 'Edit' button. Below the name are the details: 'Sponsoring 2020', 'CHF 2'700.00' with a green 'Paid' badge, '4 member(s)', and two buttons: 'Download invoice' and 'History'.

At the bottom of the page, there is a footer with copyright information and links for 'Terms & conditions', 'Privacy', and 'Help & contact'.

Thank you for renewing your subscription.