

Membership payment: step-by-step

- Go to the page: <https://www.ecro.online/membership/membership-payment/>
- Add item to your shopping card by clicking on the blue button 'Add for payment'.
- A pop-up window appears telling you to 'continue shopping' or to 'check out'.
- In case the window disappeared, click on the shopping cart on right top next to 'Jobs'.
- Please check the content of your shopping cart. With + or – you can add or reduce the number of items. With X you can delete the item.
The grey field is an area, allowing you to leave a message for ECRO, especially if you are paying on behalf of a person.
- Click on blue field 'Next step'
- ***For billing and shipping address: please use for billing address the address of the member!***

If you are part of the university or company paying for the member, please use your address in the shipping address. The new member will otherwise not receive important membership related information regarding ECRO.

- Click on blue field 'Next step'
- Choose payment option. There is just one option and you will be able to pay using credit card, bank transfer or a PayPal account.
- Click on blue field 'Next step'.
- You will be forwarded to PayPal. If you have an account, just log in. If you are using PayPal Guest Checkout, indicate first your country from which you want to pay. In many countries you will have the option to pay per bank transfer or per credit card. You do not have to become a PayPal customer, except in some countries that are unfortunately black listed. In these cases, please contact us and we will find a solution for paying via bank transfer directly to our ECRO account.

Some university or company firewall is too strong to allow PayPal to verify your credit card (fraud detection). Then PayPal will not accept your payment as a guest. Please try paying your dues via your home computer or via your smartphone (which should not be on the company WiFi).

- After acceptance of your payment you will be send back onto the ECRO website. Please print that page for your convenience and to help some universities to reimbursed your payment.
- Please mark the various items that are all related to the new European privacy rules (GDPR, EU regulation 2016/679; see also <https://www.ecro.online/home/privacy-statement/>).
- Click on blue button 'Confirm' to finish your membership payment.

Thank you!