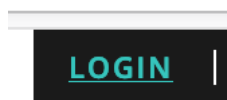


fib Subscription Renewal User Guide for Corporate members

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).

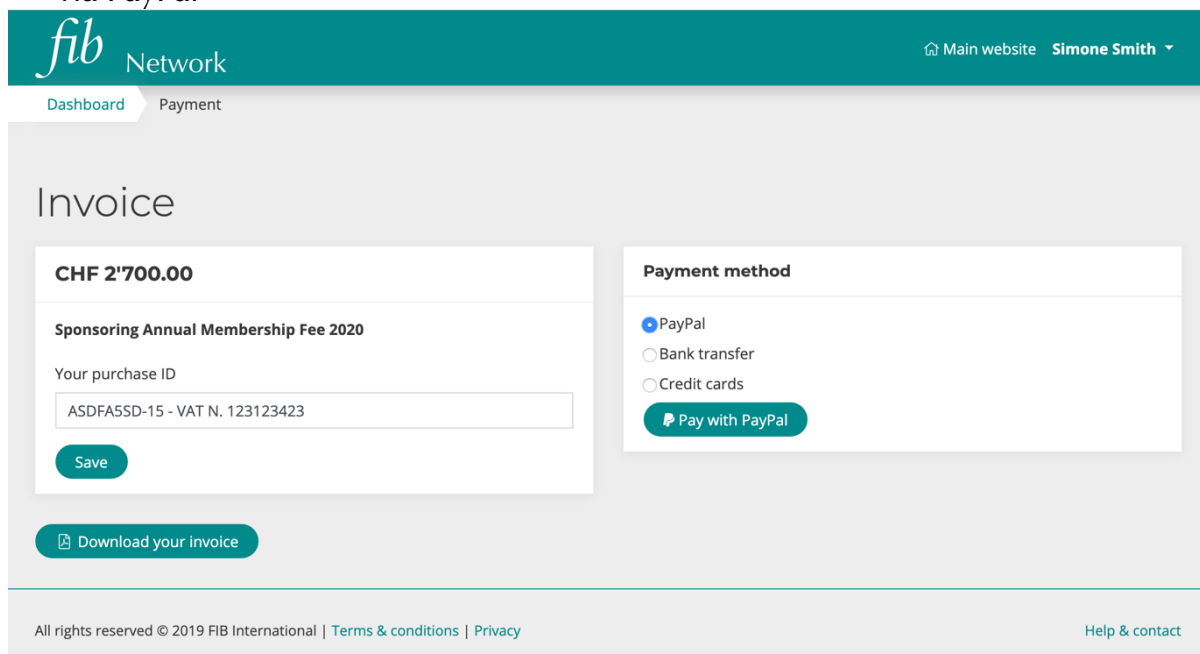


2. Please type your credentials: Username or Email and your password (if you forgot your password, please use the “Forgot your Password” link to reset it).

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.

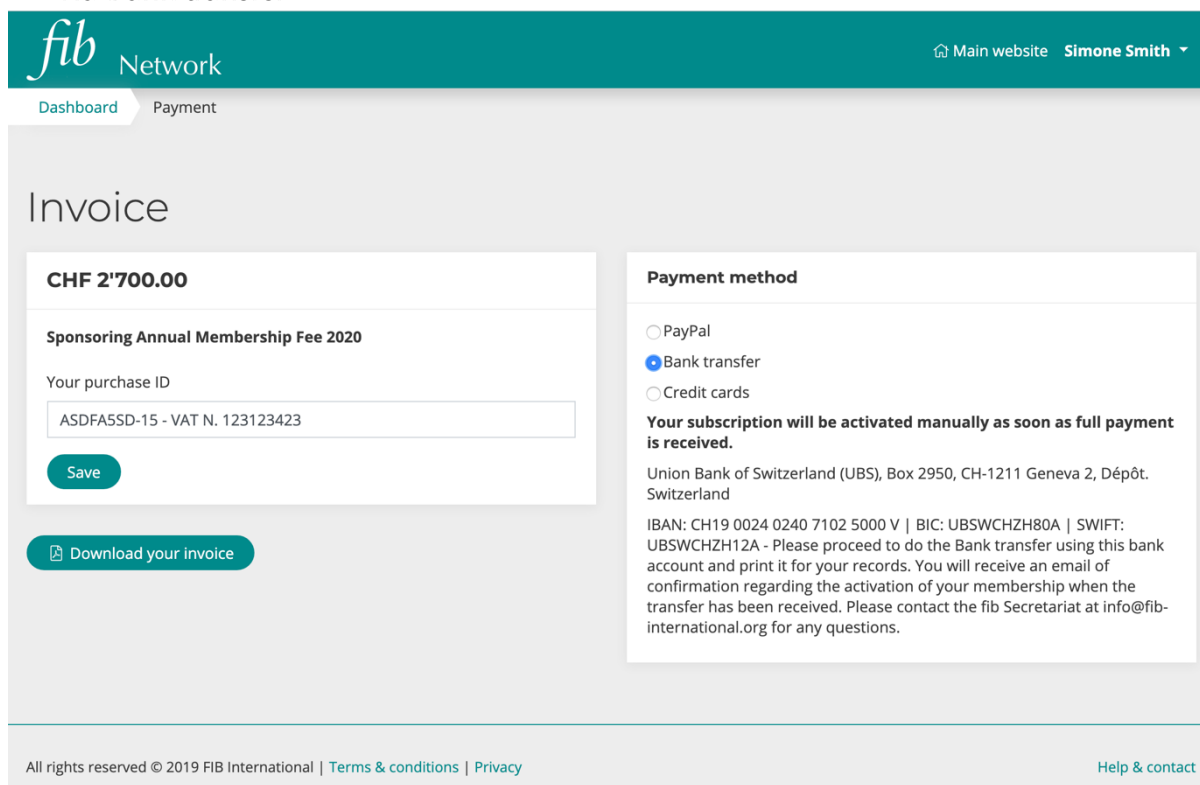
4. In order to pay your invoice for 2020, please click on the “Pay” button. You will be able to pay:

- 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', and there is a 'Save' button. A 'Download your invoice' button is also present. On the right, the 'Payment method' section shows three options: 'PayPal' (selected with a blue dot), 'Bank transfer', and 'Credit cards'. A 'Pay with PayPal' button is visible at the bottom of this section. The footer contains copyright information for 2019 FIB International and links to terms, privacy, and help.

- via Bank transfer



This screenshot is similar to the one above but shows the 'Bank transfer' payment method selected. The 'Payment method' section now has 'Bank transfer' selected with a blue dot. Below the selection, a message states: 'Your subscription will be activated manually as soon as full payment is received.' This is followed by the bank details for the Union Bank of Switzerland (UBS), including the address in Geneva, the IBAN (CH19 0024 0240 7102 5000 V), and the BIC (UBSWCHZH80A). A SWIFT code (UBSWCHZH12A) is also provided, along with instructions to proceed with the bank transfer, print the details, and wait for a confirmation email from the fib Secretariat at info@fib-international.org. The rest of the page layout, including the invoice details and footer, remains the same.

- via Credit cards

fib Network Main website Simone Smith ▾

Dashboard Payment

Invoice

CHF 2'700.00

Sponsoring Annual Membership Fee 2020

Your purchase ID

ASDFA5SD-15 - VAT N. 123123423

Save

Payment method

☐ PayPal
☐ Bank transfer
☒ Credit cards

Click the button below to pay by credit cards

Pay by credit cards

Download your invoice

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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.

fib Network Main website John Robin ▾

Dashboard

My dashboard

My working groups

You need a valid subscription to access groups

Profile Edit

John Robin
 Username: info@fib-international.org
 Member number: 21111

Team

Salomon

Sponsoring 2020
 CHF 2'700.00 **Paid**

4 member(s)

Download invoice

History

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Thank you for renewing your subscription.