



NEW ZEALAND ASSOCIATION OF LANGUAGE TEACHERS

Using the online system for payment of subs

Follow the steps outlined below to make your payment, using your credit card.

1 Go to the NZALT website and click on the **Membership Database login** tab.

Membership Database login

A valid username/password pair is needed.

Username:

Password:

To access NZALT Members you need to enter a valid username and password.
If you lost your account info you can send an email to jane.lee@ace.ac.nz **This is not the log-on page. It is an example only**

2 Enter your login username and your password. (Your username is your membership number, your password is your first name – case-sensitive.)

3 Click on **Edit membership data**.

Navigator

- Home
- Contact NZALT
- LOGOUT

Member data ?

- Edit membership data

Member ?

- Member information

4 Click on **Subs** tab.

Payment History **Subs** Emails

Institution:

St Peter's School, Cambridge
HOD Languages
Private Bag 884
Cambridge
Waikato

5 Click on **blue** invoice number, which corresponds to the outstanding amount owing for current year. If you have already paid this amount, it will be black.

#	Del	Edit	Id	Invoice number	InvoiceDate
1			656	6056	20.03.2006
2			1507	6907	22.01.2007

6 You will see the following, which summarises your payment details. Click on **Submit**.

Id and Invoice No 789-6907

Membership Dues

Privacy Policy

Any personal information that is provided by the user of this website is retained by NZALT for the purposes of contact only and will not be distributed to third parties.

Secure Payment Policy

All Credit Card transactions are processed immediately with Westpac Bank. The payment page is hosted by the bank and secured with 128 bit encryption. The card details you enter are safe because they are not stored or cached by NZALT - but entered directly into the banking system. You will receive an instant confirmation of transaction approval or decline before being returned to the NZALT web site.

We accept the following credit cards:



New Zealand Association of Language Teachers

PAYMENT DETAILS

Payment Information

Merchant: New Zealand Association of Language Teachers Item: memberpayment_598
Amount: \$55.00 Reference: 598-411

Credit Card Information

Card Type: *
Card No.:¹ *
Card Security Code:² * What is a Card Security Code?
Card Expiry: / *
Card Name: *

* Required

¹ The card number should be entered with **no** spaces or hyphens e.g. 1234567890123456

² The card security code is a 3 or 4 digit number located on your credit card (Except Diners).

If you would like to receive a receipt for this payment by email, please enter your email address below.

Email Address:

Submit

Flo2Cash Securely Processes Your Transactions



7 Select the "Card Type" (VISA or Mastercard)

8 Enter your credit card details in the boxes.

9. Enter the E-mail address where you would like the receipt sent and Click on **Submit**

If you have any difficulty following these instructions,
please contact the webmaster at nzalt@paradise.net.nz