

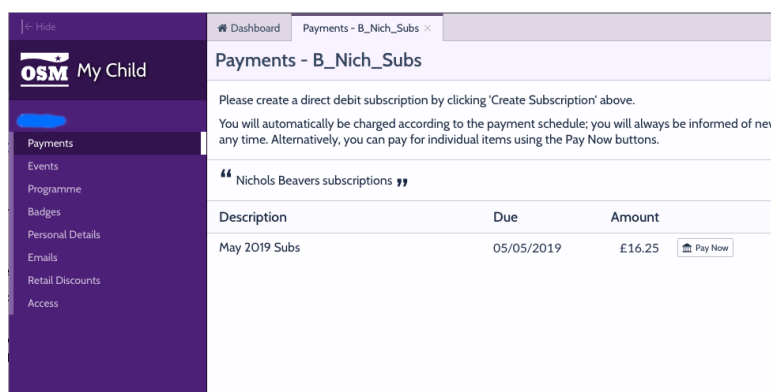
## A guide to setting up a direct debit to pay subscription fees

As of May 2019, all subscription fees for 1<sup>st</sup> St Neots Scout Group are collected by Direct Debit on a monthly basis. To start this off, a leader will have created a payment schedule in OSM and you will receive an email with a link to set up the Direct Debit. Note: If you have more than one child in the Group, you will receive several emails. Each needs to be dealt with separately.

Click on the link in the email.

Login to the Parent Portal if you already have an account, or click on “Create one here” to create one.

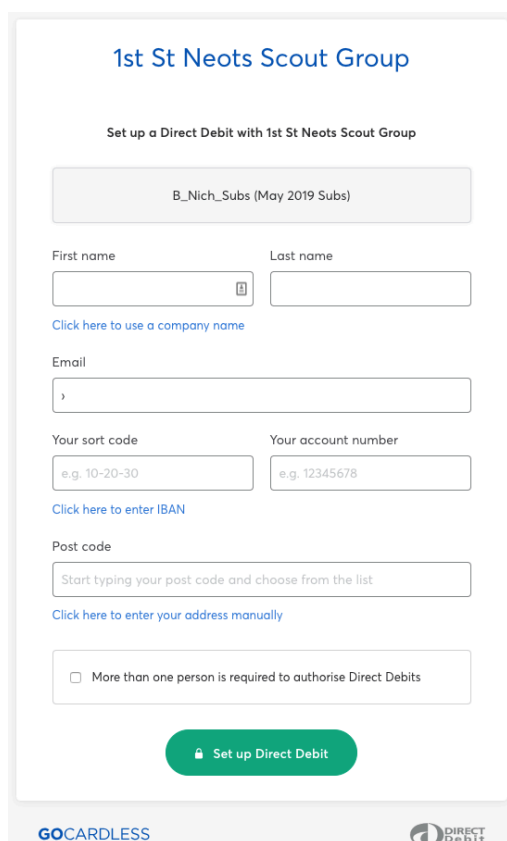
Once logged in, you will see the My Child page for your son or daughter with any outstanding payments shown on the right hand side.



The screenshot shows the OSM My Child Parent Portal interface. The left sidebar contains navigation options: Payments, Events, Programme, Badges, Personal Details, Emails, Retail Discounts, and Access. The main content area is titled 'Payments - B\_Nich\_Subs' and includes instructions to create a direct debit subscription. Below the instructions is a table with the following data:

Description	Due	Amount	
May 2019 Subs	05/05/2019	£16.25	<a href="#">Pay Now</a>

Click on “Pay Now” and allow GoCardless to open in a new window.



The screenshot shows the GoCardless Direct Debit setup form for 1st St Neots Scout Group. The form is titled 'Set up a Direct Debit with 1st St Neots Scout Group' and includes the following fields and options:

- Subscription name: B\_Nich\_Subs (May 2019 Subs)
- First name and Last name input fields.
- Link: [Click here to use a company name](#)
- Email input field.
- Your sort code (e.g. 10-20-30) and Your account number (e.g. 12345678) input fields.
- Link: [Click here to enter IBAN](#)
- Post code input field with placeholder text: 'Start typing your post code and choose from the list'.
- Link: [Click here to enter your address manually](#)
- Checkbox:  More than one person is required to authorise Direct Debits
- Green button: [Set up Direct Debit](#)

The footer of the form displays the logos for GOCARDLESS and DIRECT Debit.

Complete your details and then click “Set up Direct Debit”