



OFFLINE PAYMENT SET-UP

DATE APPROVED: JUNE 12, 2020

HEAD OFFICE

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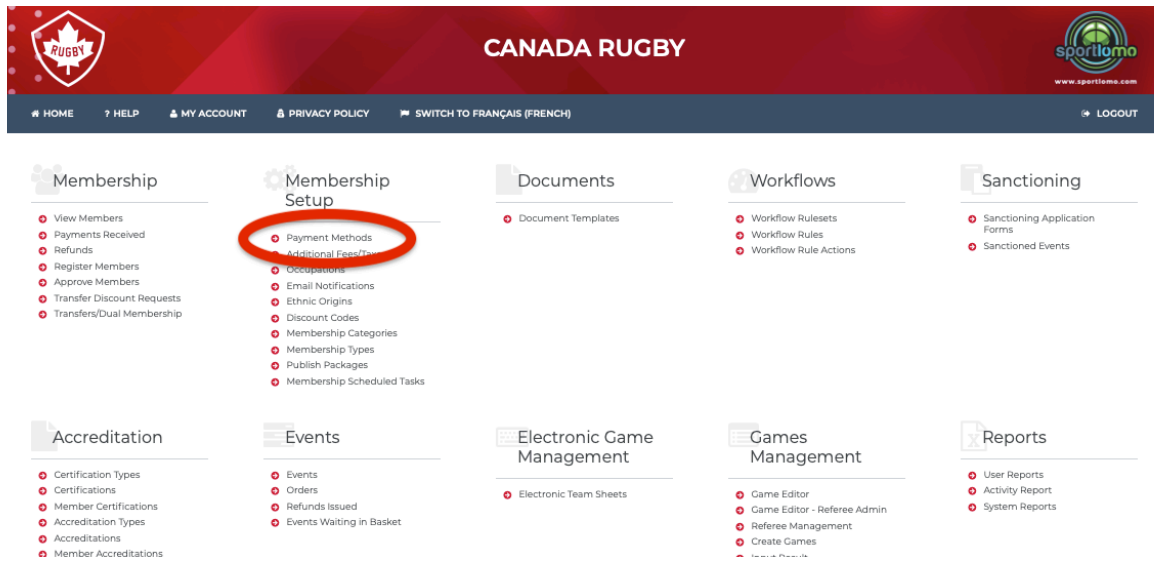
Canada



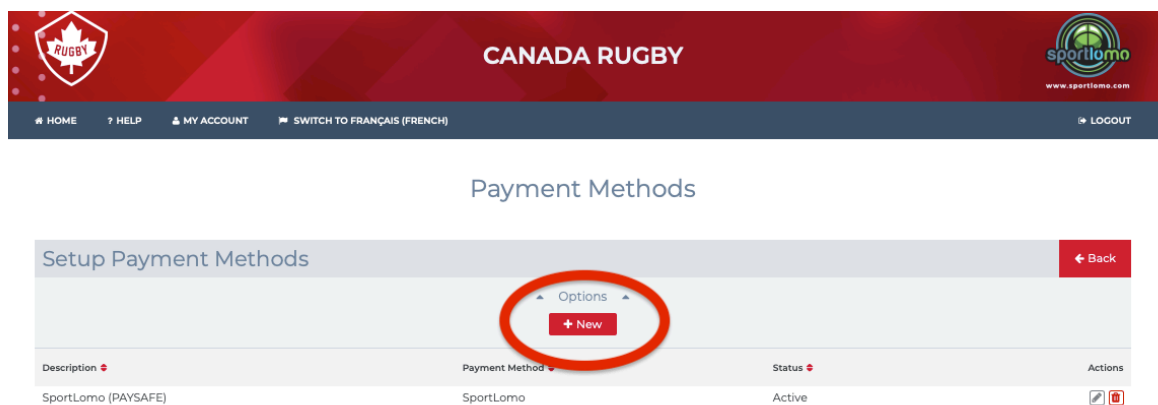
If you do not see a 'Offline Payment' option you will need to set it up.



1. Under the Membership Setup header click **'PAYMENT METHODS'**



2. Click **'NEW'**



3. Enter a description and accept all other defaults.

Canada Rugby header with SportLomo logo and navigation links: HOME, HELP, MY ACCOUNT, SWITCH TO FRANÇAIS (FRENCH), LOGOUT.

Payment Methods

Add new payment method ← Back

Description: **Offline Payment**

Payment Method: Offline Payment (Offline Payment)

Fee Payment: Customer Pays

Client Cd:

Save

4. Once you click save the Payment method will appear in the Refund Through option.

Canada Rugby header with SportLomo logo and navigation links: HOME, HELP, MY ACCOUNT, SWITCH TO FRANÇAIS (FRENCH), LOGOUT.

Payment Methods

Setup Payment Methods ← Back

Options ▲ ▼

+ New

Description	Payment Method	Status	Actions
SportLomo (DAYSAFE)	SportLomo	Active	
Offline Payment	Offline Payment	New	

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