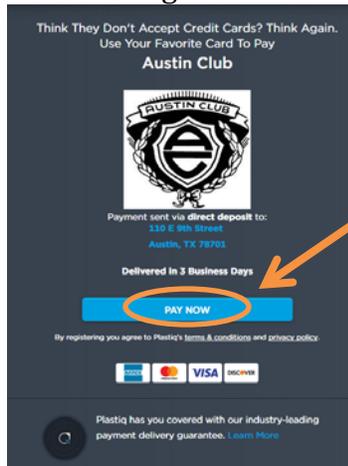


# Plastiq Walk-through

1. Open your web browser and go to [www.austinclub.com](http://www.austinclub.com).
2. At the bottom right of the page, you will see the Pay Now button:



3. When you click the button you will be redirected to the Plastiq website. Click the blue *Pay Now* button to register:



4. A screen will pop up where you will enter in the following information:
  - i) Amount (this is the amount you would like to pay)
  - ii) Payment type (If you are a member, then click member payment. If you are paying for a function, use event payment, etc.).
  - iii) Email address
  - iv) Hit Pay now

Austin Club logo at the top.

Enter your information below to get started

Amount: 1.00

Payment Type: Member Payment

Email: brittany@austinclub.com

**Pay Now**

v)

vi) You will be taken to a page where you need to create your account. Enter in your email and hit continue.

Austin Club logo

Austin Club

RECIPIENT CONTACT INFO:

www.austinclub.com  
512-477-9496

Amount: \$1.00

Enter Your Email to Login or Register  
It's Free to Create an Account

Email: brittany@austinclub.com

This is a public or shared computer

**Continue**

If you're new we'll send you a link to create your account.

MasterCard VISA DISCOVER

5. You will receive a message that reads: We've sent an email to \*your email address\*. Check your email, and your spam email, and click on the link you receive to finish setting up your account.

## Create Your Account

Clicking below will confirm your email address and finish creating your PlastiQ account.

**Create Your Account**

If you have any questions, please [contact our support team](#)

6. This link takes you back to PlastiQ where you will create your login. Enter in your information and click *Create Account & Login*

Austin Club

RECIPIENT CONTACT INFO:

www.austinclub.com  
512-477-9496

Amount: \$1.00

Create Your Plastiq Account

First Name Last Name

Phone Number

Password

8 character minimum 1 symbol or number

What Types of Payments Will You Make?

Personal Business Both

Create Account & Login

Add Referral Code

Mastercard VISA DISCOVER

7. You are then taken to the payment screen to verify your earlier entries. *Make sure when you are choosing your arrival date you do not choose one that will charge you an expedited fee. Those dates are noted with the **+\$15**.* You can also choose to have this payment amount repeated weekly/monthly/yearly if you choose to do so. *Click: Next Payment Details* when you are ready.

Recipient Amount Add your first Card Review

How much do you want to send?

\$ Amount (USD)  
1.00

What is this payment for?

Payment Type  
Member Payment

When does your payment need to arrive?

Arrival Date  
10/25/2017

Repeats  
No, it is a one-time payment

Your card will be charged today for this payment — if you wish to create a recurring schedule, select an arrival date on or after 10/26/2017

Next: Payment Details

8. The next screen verifies the name on the account and your member number. Hit continue.

Payment Details

Recipient Amount Details Review

Tell us about your payment to Austin Club

First Name  
Brittany

Last Name  
Beckendorf

Member Number  
1234

Continue

9. You will be asked to add your first card. Enter in the required information and hit *Next: Billing Address*.

PLASTIQ

Add Your First Card - Plastiq securely stores your card information to make future payments quick and easy.

Add New Card

Card Information

Card Number

Expiration MM/YY CSC

Cardholder Name

Close

Next: Billing Address

Then enter your Billing Address:

res your card information to make future payments quick and easy. x

### Billing Address

Country  
United States

Street 1 Street 2

City State Zip

Close Save Card

10. This is the final screen. Here you will review your payment. Again, **PLEASE DO NOT CLICK THE BOX FOR NEXT BUSINESS DAY. THIS IS AN ADDITIONAL \$15 FEE.** Verify your payment information **AND TOTAL** and click *Submit payment*.

Brittany Beckendorf

### Payment Review

Recipient Amount Details Review

Review the information below & submit your payment.

**Amount & Schedule** Edit

Pay the amount of: \$1.00 (USD)

For: Clubs

Schedule: Delivered by 10/25/17

Delivered Next Business Day \$15.00

**Submit Payment**

By submitting your payment, you agree to Plaintiff's conditions of use and privacy notice.

Your MasterCard ending in 7187 will be charged when you click "Submit Payment"

Payment Amount: \$1.00

Total Fee: \$0.01

**Total:** \$1.01

**Details** Edit

First Name: Brittany

Last Name: Beckendorf

Member Number: 1234

11. You will receive a confirmation and you have completed your transaction! Please call accounting at 512-477-9496 if you have any further questions or problems.