

Annual Subscription

Ideally, members should use the payment method with which they are most familiar to pay annual subscriptions or when making a donation. The PPU understands that people will have their own preferences but please be assured that the PPU is happy to receive funds in any manner.

The following is an outline of the payments process and a description of the screens you can expect to see should you use the online options.

The options to pay the Annual Subscription or Membership include the following;

1. **Pay Online** (See Options below)
2. **Pay using a Bank Mandate** – This involves downloading a copy of the Word or PDF Documents on the website, completing the details and sending to your Bank. If this is not possible, please send completed documents to the Hon Treasurer.
3. **Electronic Funds Transfer (EFT)** – Make the payment directly from your bank account using the following BIC and IBAN numbers

BIC **BOFIE2D**

IBAN **IE16 BOFI 9013 7810 3670 25**

Online Payment Options;

When you choose to make payment by any online method, you will be asked to provide your contact details which include, name, address, email, phone number, and the year in which you left school. After submitting this information you will be asked to continue in order to pay membership fees.

“Select Payment Options”

This relates to the amount you wish to pay. The default amount is €25.00, but the Drop Down menus will show further options up to €100.00 should you wish to contribute more.

(Please note this is for an annual recurring amount, and regardless of which option you choose, you will receive a confirmation email from PayPal stating you have made a payment to the PPU, and also that you have created an annual recurring payment.)

All online payments under this heading are managed using **PayPal**, and members can either use their **existing PayPal account**, or can proceed to pay using a **Debit or Credit card**.

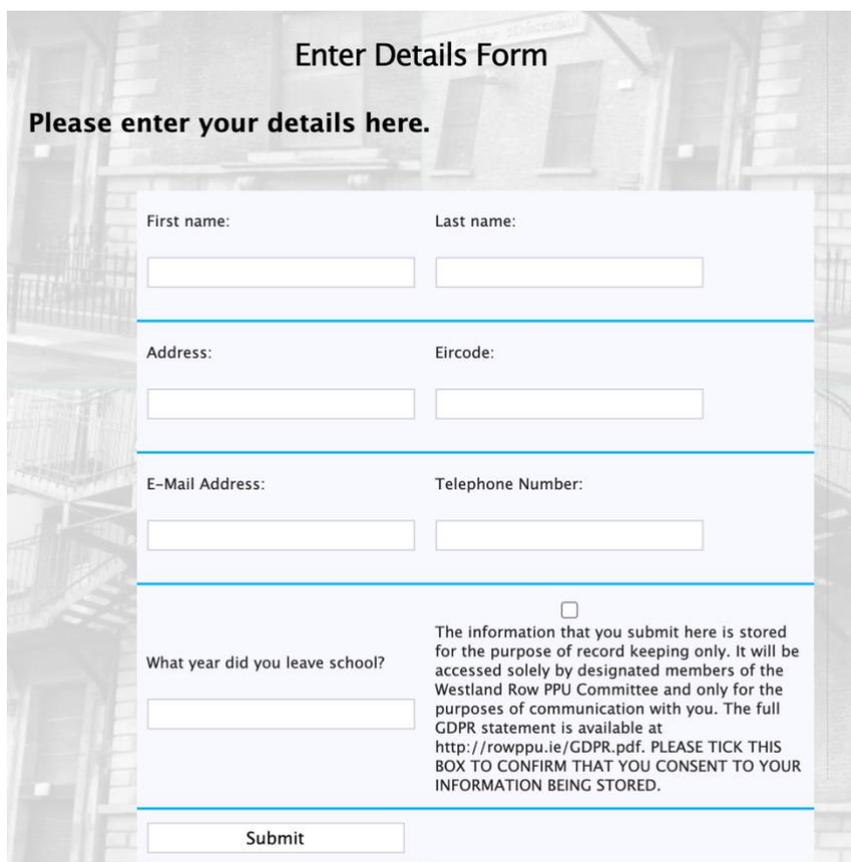
1. If you have a PayPal account, and are a regular user, we recommend you pay using this method.
2. If you do not have PayPal, and do not wish to complete the Bank Mandate as described above, we recommend you pay using a Debit or Credit Card

Online Payment instructions.

Firstly type www.rowppu.ie into your web browser (e.g., Firefox, Safari, Chrome or other). You will see the first 'landing' page with the Westland Row CBS crest. Click on the crest to enter the website.

Across the top of the page you will see the various 'keys' or 'buttons', most of which have 'drop down' menus. Some of these you have to 'hover over' to view the 'drop down' menu. Others you must click on to activate them. You will see one button with the label "Annual Subscription". This is the one that is the subject of this document.

To pay your subscription move/hover your mouse over "Annual Subscription" on the top menu, then move the mouse cursor down to "Pay Membership Online" and click on it. This should bring you to the screen shown on the following page.



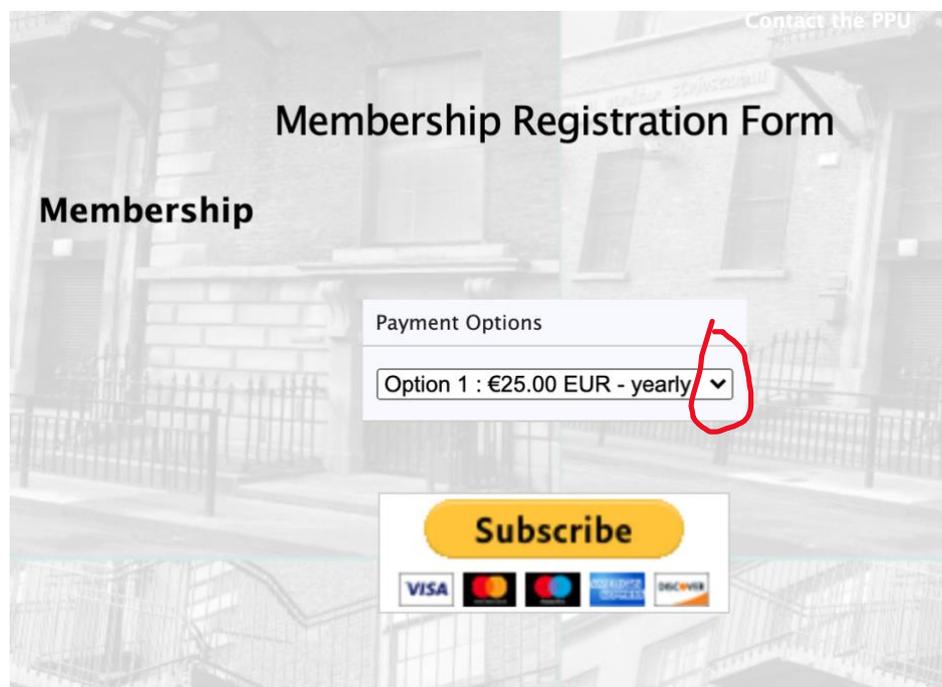
The screenshot shows a web form titled "Enter Details Form" with the instruction "Please enter your details here." The form is divided into several sections by horizontal lines. The first section contains two input fields: "First name:" and "Last name:". The second section contains "Address:" and "Eircode:". The third section contains "E-Mail Address:" and "Telephone Number:". The fourth section contains a single input field for "What year did you leave school?" and a checkbox. To the right of the checkbox is a paragraph of text: "The information that you submit here is stored for the purpose of record keeping only. It will be accessed solely by designated members of the Westland Row PPU Committee and only for the purposes of communication with you. The full GDPR statement is available at <http://rowppu.ie/GDPR.pdf>. PLEASE TICK THIS BOX TO CONFIRM THAT YOU CONSENT TO YOUR INFORMATION BEING STORED." At the bottom of the form is a "Submit" button.

Fill in your details in the spaces provided. Each field or box needs to be completed in order to proceed to the PayPal payment page. This includes ticking/clicking on the checkbox that gives the PPU your consent to retain the data solely for the purposes of the PPU, i.e., to inform you of any upcoming events, news items or other information that the PPU believes you should be aware of. The PPU will not share your information with any third parties.

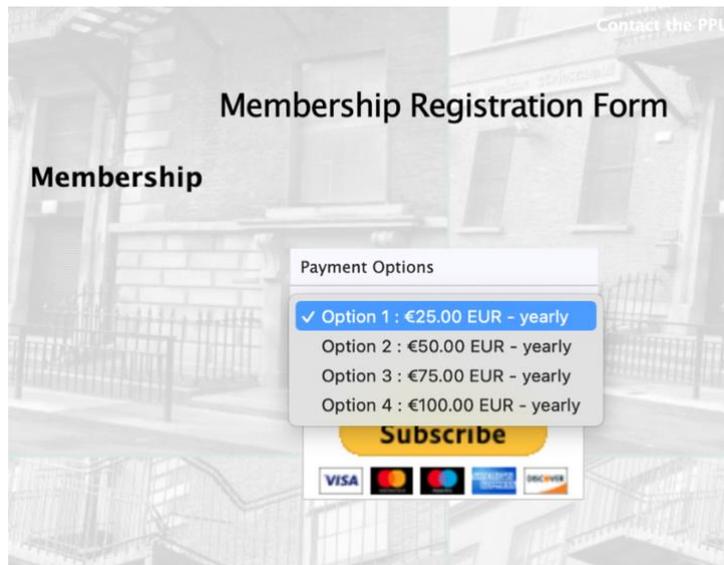
If you left Westland Row within the last 5 years membership of the PPU is free-of-charge, and so you do not need to do anything else. If you left Westland Row over 5 years ago, then you will be brought to the following page:



Click on the "Click here" button to proceed to the payment page which will open in a new tab.



There are four subscription rates: €25.00, €50.00, €75.00 or €100.00. The higher rates are purely voluntary. They provide the option to those members who wish to pay a higher rate to increase the PPU revenue for its support of school students (e.g., college bursaries, Gaeltacht scholarships, prizes, etc.) along with school projects in areas such as IT provision. ***To select the subscription level you wish to choose, click on the 'down arrow' circled in red in the image above.*** The options will appear as in the screen image below.



Move the mouse arrow (cursor) down to your chosen option and click on it. The following page will appear. **If you wish to pay by Debit or Credit card DO NOT click 'Next'**. Rather *click on 'Pay with Debit or Credit Card'*.

A screenshot of the PayPal payment screen. At the top is the PayPal logo. Below it is the heading "Pay with PayPal". The instruction "Enter your email or mobile number to get started." is followed by a text input field containing "john.costello@dcu.ie". Below the input field is a blue "Next" button. Underneath the button is the word "or" and a button labeled "Pay with Debit or Credit Card".

Please Note: At this point you have left the WR CBS PPU website and have entered the PayPal website; PayPal will process your Debit or Credit card if you do not have an account with them. All details entered will be held by PayPal only and are not captured or recorded by the PPU.

Enter your email address. This will be used by PayPal to confirm receipt of funds.

For members who have a PayPal account you may use it to pay your subscription by clicking 'Next'.

Please note that PayPal automatically checks to see if you have an account with them. If you do not, the following screen will appear.



Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email to get started.

Continue to Payment

Already have an account? [Log in](#)

You **once again** enter your email address and press 'Continue to Payment'.

Once you have entered your email address, *if you already have a PayPal account* the following screen will appear:

It looks like you already have a
PayPal account

john.costello@dcu.ie

Log in with one-time code

[Log in with a password](#)

[Continue as a guest](#)

To pay securely by credit or debit card click once again on 'Continue as a guest' (at the bottom of the screen). *The screen shown on the following page will appear.* Here you can submit your credit / debit card details securely.

€25.00 EUR

PayPal Guest Subscription

We don't share your financial details with the merchant.

Country/Region
United States

MasterCard American Express Discover VISA

Card number

Expires

CSC

First name

Last name

Billing address

Street address

Apt., ste., bldg.

City



PayPal is the safer, easier way to pay

No matter where you shop, we keep your financial information secure.

State ZIP code

Contact Information

Phone type Mobile Phone number +1

Email

The security you want.
The protection you deserve.

Creating a PayPal account is optional but you'll get **PayPal Purchase Protection** on all eligible purchases, plus faster checkout every time you shop. [See terms](#)

Create a PayPal account? (It only takes a moment.)

Yes, I'd like a PayPal account.

Password

No, I don't want an account now.

We'll save your PayPal info for future purchases with Westland Row PPU. If you hold a balance, we'll use it first. If your chosen payment method is unavailable, we'll try the other payment methods in your wallet.

Agree & Subscribe

Policies Terms Privacy © 1999 - 2021 English

Continued on the next page.

If you have entered all of your information correctly you will be brought to a success page. You can then exit your browser safely. You can now close the window and/or exit the web browser.

Just a few information notes:

1. All details entered are given to PayPal and held on their secure servers. None of the details that you enter are passed to the PPU.
2. PayPal tends to push users into setting up an account with them. If you do not wish to do so remember to tick the 'Continue as a guest' buttons or 'No I don't want an account now' which tend to be in quite small font.
3. The subscription amount chosen earlier (€25.00, €50.00, €75.00 or €100.00) is recurring and will be deducted from your credit/debit card on the same date each year. If you wish to cancel your subscription at any point you should contact the PPU treasurer Jim Conway at jim.conway7@gmail.com.