

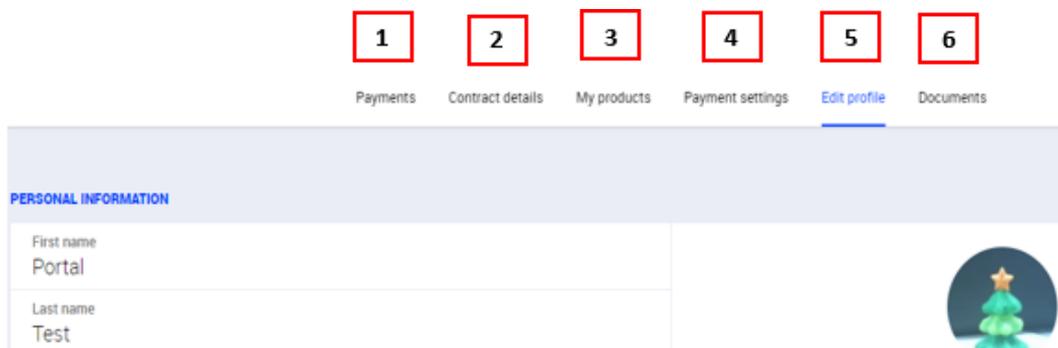
Paying outstanding fees

The below instructions explain how to pay any outstanding fees on your membership. You need to be logged into the member portal in **Google Chrome** to complete the below steps - <https://aqualink.perfectgym.com.au/ClientPortal2/#/Login>

1. Click on **Account** at the top of the portal



2. The **Edit Profile** tab is the default tab when you click on Account. Your portal has a number of options to choose from under the account section:



3. Choose **option 1 Payments** to pay outstanding fees
4. Select a payment by putting a **tick** in the box next to a payment

PAYMENT	MEMBER	DUE DATE	AMOUNT
<input checked="" type="checkbox"/> Reception Purchases (Selected payments: 2 / 2)		12/12/2019	\$41.50
<input checked="" type="checkbox"/> Box Hill Direct Debit Adult Total Fitness (31 days) in 2019-12	Portal Test	16/12/2019	\$92.10
<input checked="" type="checkbox"/> Box Hill Direct Debit Adult Total Fitness (31 days) in 2020-01	Portal Test	16/01/2020	\$92.10
<input checked="" type="checkbox"/> Box Hill Direct Debit Adult Total Fitness (29 days) in 2020-02	Portal Test	16/02/2020	\$92.10
<input checked="" type="checkbox"/> Initial payment (Selected payments: 3 / 3)		16/03/2020	\$99.70
<input checked="" type="checkbox"/> Box Hill Direct Debit Adult Total Fitness (30 days) in 2020-04	Portal Test	16/04/2020	\$92.10

Total amount: **\$509.60** **Pay**

5. Select **Pay**

- This will take you to our secure website with Commonwealth Bank (bpoint), where you can enter your details direct to the bank. Enter your credit card details and follow the prompts

A screenshot of a payment form. At the top, it says 'Amount AUD 2.00'. Below that, 'Choose a Payment Method' with two options: 'Card' (selected) and 'Other Payment Methods'. Under 'Card', there are logos for Mastercard, VISA, and UnionPay. Under 'Other Payment Methods', there are logos for Mastercard and UnionPay. Below the logos, there is a 'Card number' input field, an 'Expiry date' field with 'MM' and 'YY' sub-fields, and a 'CVN' field with an information icon. At the bottom, there is an orange button labeled 'NEXT >'.

Amount
AUD 2.00

Choose a Payment Method

Card

Other Payment Methods

Card number

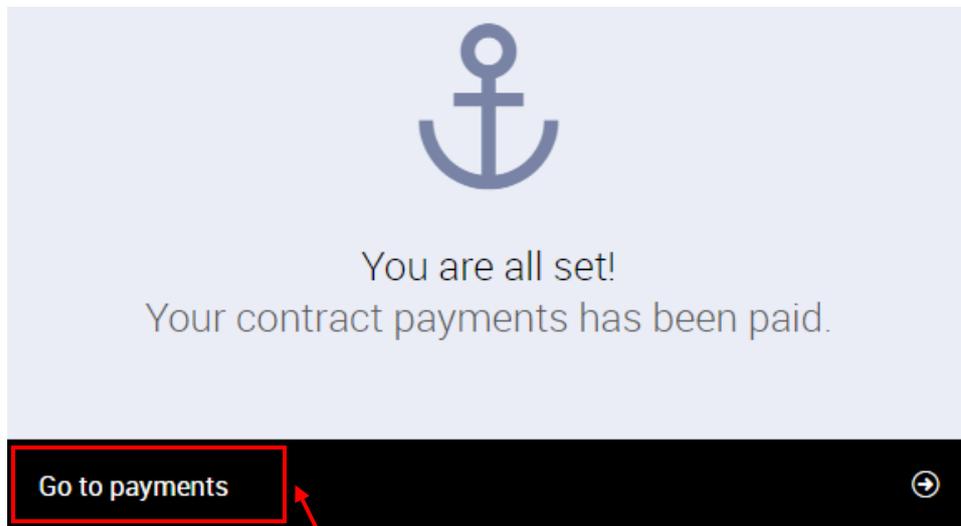
Expiry date

CVN ⓘ

MM YY

NEXT >

- Once approved, the below screen will appear



- Click on **Go to payments** to take you back to the Payments tab in your member portal