London Art History Society

Affiliated to Birkbeck History of Art

WAYS TO PAY ONLINE USING WEBCOLLECT

We have decided to increase your options in paying The London Art History Society for Courses, Events and Subscriptions by using the WebCollect website www.webcollect.org.uk . The different payment systems we have chosen have different costs but we shall not pass them on to you. We shall continue to offer you the possibility of paying by cheque.

When you have completed your membership application or event booking form online, put it in your Basket and continue to the Checkout page. There you will find a list of payment methods.

1. Credit or Debit Card

You can use your credit or debit card to pay through PayPal but you don't need to open a PayPal account to do so. When you click on the PayPal option you will be taken to a page on the PayPal site where you can enter your Credit or Debit Card details **as a Guest**. Once you have entered them, PayPal will send you back to the WebCollect site to confirm and complete the application. You will then receive an Order Confirmation and then an Order Update email attaching your ticket. (If you use the service often it might be easier to set up your own PayPal account though it is not necessary).

We have chosen PayPal to facilitate these payments since the alternative of the Society becoming a "Merchant" was too expensive.

2. Bank Transfer

Once you choose this method of payment on the Checkout page, you will receive an email from WebCollect confirming your order. This email will contain The London Art History Society's bank details and a reference number to use when you make the online payment from your own bank account. Once we receive your payment, the WebCollect system will be informed and you will then receive an Order Update email attaching your ticket. Please make the payment quickly. Unpaid orders will be deleted after 1 week or by three days before an event so that places can be made available to others.

3. Direct Debit

When you select Direct Debit on the Checkout page, you will be directed to WebCollect's partner site GoCardless, where you will be asked to set up an account. This takes only a few minutes and you provide the following details:

- Your name, email and postal address
- Your bank account details (account holder name, sort code and account number)
- A password (so you can access your GoCardless account again)

Once you have set up your account with GoCardless, you return to the WebCollect site to check and confirm your order. You will be sent an Order Confirmation email. Once the payment is received you will be sent an Order Update email attaching your ticket.

Next time you choose Direct Debit to pay for Events, Courses and Subscriptions, you will just need your email address and GoCardless password to do so.

Please note that payments by Direct Debit can take a few days to go through, particularly the first time, and may not leave your bank account immediately. Setting up and using your GoCardless account is free for you as a Member.

GoCardless accesses the Direct Debit network through its sponsor, the Royal Bank of Scotland, and is registered as a Small Payments Institution with the Financial Services Authority.

4. Cheque

If you prefer, you can still pay by Cheque. Once you have placed your order online, you will receive a confirmatory email from WebCollect. Make out your Cheque to The London Art History Society and send it to The London Art History Society c/o Tudor Cottage, Stoke Prior, Leominster, Herefordshire, HR6 0LG, enclosing a copy of the confirmatory email WebCollect has sent you so that we can connect your payment to the order. We will enter your payment information and you will be sent an Order Update email attaching your ticket. Please make the payment quickly. Unpaid orders will be deleted after 10 days or by three days before an event so that places can be made available to others.