

SA Heart® Online Membership Application Process:

- Application for membership to SA Heart® is only possible online through this electronic sign-up process.
- Two existing and paid-up members need to support your application for membership.
- You first register a **user profile**/account by submitting your name, email address and telephone number and specifying a password.
- You need to **verify your email address** at this stage or after you have specified your supporters.
- You then **specify your two supporters** by providing their email address in the respective area. These need to match existing member email addresses in our database. If the system does not accept one or both of the email addresses entered, your supporter is either not a paid-up member, or uses a different email address on our system to the one you might be accustomed to.
- The specified supporters get sent an email with the request to confirm their support for your membership application.
- **Once you have activated your user account by clicking on the email verification link contained in the email; AND received an email notification that the two members have confirmed their support, you can continue the membership application process. Please note that this might take a few days, depending on the reaction time of the supporters identified.** You might want to contact them directly to alert them to be on the lookout for this email.
- Please login to your user profile created in the first step, read the legal notices carefully before agreeing to the same and complete all the personal details for membership application.

Members paying for their individual membership:

- Please ensure all the fields are completed in the correct format.
- Once your personal data is completed (page 1) and saved you proceed to the billing details page. Please complete carefully and save (page 2)
- On page 3 you specify your speciality and any regional branch or special interest group you want to belong to, and a cost estimate will be displayed on the right of the page. If you have checked all is correct, click the 'complete' button and you will be taken to the safe online payment gateway. **Please have your credit or debit card ready for payment.**
- **Please note credit cards need to be 3Dsecured and enrolled. If you are paying with a debit card that has an expiry date and CVV number, please choose 'credit' card as payment option, although it is a debit card. Alternatively, you can pay via instant EFT or SnapScan or Zapper if you have that APP (not your own bank's scan option).**
- Please be patient when making payment and wait that you receive a confirmation from the bank as well as the membership system that the action has been successful.
- Please do NOT make any payments outside the online payment system, as it cannot be reconciled and does not activate your membership as it doesn't trigger the necessary steps.

- Once you successfully paid the fees, your membership is active. You will receive an invoice and membership certificate via email for your records. You can also download a copy of your invoice and receipt from your Account section in your membership profile.
- You will receive reminders within a year to renew your membership online.

Membership paid by third party:

- **This option is reserved for big companies or cardiac departments who have several staff members they pay for in one invoice.**
- Please create a user account and specify members that will support your membership as per above.
- As group invoicing is a manual process, please write an Email to info@saheart.org informing SA Heart® BEFORE continuing with your application or once you have created this user account indicate which third party will pay for you and give contact details, that we can verify this.
- Once you have verified your email address and received the email that the sponsors have supported your application, please login to your user account and complete the application process.
- Then Please complete your personal information and indicate that you are part of a group invoice and which third party will pay for you. The billing page will not come up in this case and you will proceed to page 3 directly to indicate your speciality.
- The process must end with a green pop-up note of successful submission.
- Members whose membership fees are paid by a third party and are part of a “Group Invoice” will be notified that their account is active once details have been checked and the entity responsible for paying the membership has paid the invoice.

Please note: If you do not receive an email from us within 5 to 10 minutes, it may have been placed in your spam or junk folder. Since we are sending an automated email, your ISP/email provider may flag the email as spam.