



PYC MEMBER SIGN-UP FOR CREDIT CARD PAYMENTS

Type this URL into a browser:

pycme.clubsoftpayments.com

Click Return or Enter and this screen opens:



Payment Portal Sign In

Email

Password

Keep me signed in

Sign In

[Forgot password?](#)

Are you a member at **Portland Yacht Club**? [Member Sign Up >>](#)

Not a member at **Portland Yacht Club**? [User Sign Up >>](#)

Enter your e-mail address, then click “Member Sign Up” near the bottom of the screen.

On the next screen, complete any requested information and enter a password for your account. The password must be seven or more characters and at least one number, one upper-case, and one lower-case character.

Once this account is set up, PlastiQ will store all the account information, including credit card data. From then on, the member just logs in in order to make payments. SO PLEASE RECORD YOUR PASSWORD – the Club won’t have it. Then click this button:

Create my account

The program immediately sends an “activation” e-mail to your address. The e-mail directs the recipient to click the “Activate” button. At that point the account is live.

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Once the account is created, return to the Sign-in portal and log in. This screen appears:

PORTLAND
YACHT CLUB
FAIMOUTH, MAINE

Make a Payment Payment History

Payment Options

Payment Amount

\$ 0.00

Payment Method

Credit Card

Pay with Credit Card through PLASTIQ * Service fees may apply.

Continue

The program presents the “Make a Payment” tab and the “Pay with Credit Card” options by default. (Clicking the “Payment History” button does what that button says.)

Note the “Service fees may apply” statement. This is a reminder that a service fee equal to approximately 2.6% will be added to your payment. If you do not want to incur that cost, abandon the transaction by closing the browser window and pay by check.

Enter the payment amount, then click **Continue**.

The next screen presents the opportunity to confirm the amount and enter your credit card information. You can also set options for when the payment will be made and to request a receipt by e-mail. You may also request help by clicking the **Support** button on the left.

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The screenshot displays the 'Review and Submit Your Payment' interface for the Portland Yacht Club. The header includes the club's logo and navigation tabs for 'Make a Payment' and 'Payment History'. The left sidebar contains a 'Support' button. The main content area is divided into two columns. The left column shows 'PAYMENT INFORMATION' for William (manager@pycme.net) with a \$1.00 amount, a Visa card ending in 3407, and an immediate schedule. Below this is a 'REVIEW PAYMENT' section with a message: 'You're almost there. Please review your payment details and agree to our Terms and Conditions before pressing submit.' At the bottom of the left column is a 'PAYMENT RECEIPT' section. The right column features a table of payment details:

Payment Delivery	2-3 business days
Amount Due	\$1.00
Service Fee	2.59%
Total: \$1.03	

Below the table, there is a checkbox for 'Please agree to all applicable Terms and Conditions and our Privacy Policy in order to submit your payment.' and a 'Submit Payment' button.

Note the service fee percentage and the final total. Also, you must click the blue box to show agreement with the terms and conditions and privacy policy, either of which is viewable by clicking the phrase.

At this point, you may click **Submit Payment**. Clicking that button brings up a confirmation screen and then a payment history.

If you decide you do not want to pay the service fee, log out or just close the window. The transaction will be canceled automatically with no charge.

The next time you make a payment, there will be no need to enter your credit card information unless you wish to change cards.