

How to renew your UKCP membership online

This information sheet is for UKCP members who do not have a Direct Debit in place and would like to pay by card or switch to Direct Debit payments. If you are an existing Direct Debit payer, your membership will be renewed automatically, so you will not see the options described below. Please contact the UKCP Membership Team on 020 7014 9955 or <u>membership@ukcp.orq.uk</u> to discuss your renewal.

If you usually pay for your membership by debit or credit card, you can use our new online system to pay online or switch to a Direct Debit subscription. By changing to annual Direct Debit, you can save £10 on the cost of your membership fee.

How to pay online or switch to Direct Debit

Log in to the <u>members area</u> of the UKCP website and click 'Memberships'. Please note that these webpages can take a few seconds to fully load.

			Change Cover Photo
Profile	My Personal Informat	tion - for use by UKCP only	
Address Book	Membership	No Messages	
My Transactions	Message	tto moodageo	
Memberships	Title		
Badges	Member Name	Summer20 test	
Reset Password	Member Name	Summerzotest	
	Gender	None	~
	Work Phone		



Profile
Address Book
My Transactions
Memberships
Badges
Reset Password

Hover over the membership title in the box until you see the renew button. Click 'Renew'.

Once the webpage is loaded you will see the screen below:

le	Full Clinical Annual Single Payment Membership		8
	Membership Plan	_	
c	Full Clinical Annual Single Payment Membership Change Payment Plan Change Payment Plan Full Clinical Annual Direct Debit Membership		To switch to Direct Debit payments, choose 'Change Payment Plan'
	Annual Single Payment Select to make a one off payment for 12 months membership.	Selected	•
S	Cancel View Shopping Trolley		



	Shopping Trolley						
	1 Item in Cart						
icati		Full Individual Direct Debit Membership UKCP Full Ind Upgradeable Membership €266.00					
				Total: £256	.00		
		Close	Checkout				

Once you've selected your payment plan, click 'View Shopping Trolley' to view a summary of your renewal.

Click 'Checkout' to pay by card or run through the direct debit set up process.

Making a single card payment

If you have opted to make a single card payment, you will see this screen:

				Shopping Trolley 1 Item	£266
Credit C	ard	[Direct Debit	Discount Code	Арріу
Card Number *				Total: £2	66.00
Card Number				\$	
Exp Month *	Exp Year *		CVV*	Shopping Trolley	1 lt
MM \$	YYYY	\$	CVV	\$ Full Clinical Annu	al Single Payment
Card Holder Name *	Card Holder Name *			Membership	
Gyanesh Tailor				£266.00	

Once you have completed the payment page, you will see a confirmation message on the next page:

Your payment has been processed succesfully. Please click here to go to your profile.	
America House 2 America Square London EC3N 2LU 0207 014 9955	UK Council for Psychotherapy
THANK YOU!	

You can click the link in blue text to go back to your profile.



Switching to Direct Debit

If you have chosen to switch to Direct Debit, you will see this screen:

Payment Information	Order Total	£256.00
Setup Direct Debit	Shopping Trolley 1 Item Discount Code	£256.00
	Total: £256.00	
	Shopping Trolley	1 Item
	Full Individual Direct Debit I	Membership

Click 'Setup Direct Debit'. Once your mandate has been processed you will see confirmation of the Direct Debit payment date(s).

Your Direct Debit setup has	been successful. P	Please refresh this page in few	moments if you	do not see all your Upco	ming Payments ×	
	Mak	e a complaint Contact us	Events News	Member Area f	Search Q	
	About UKCP	About psychotherapy	Join Reg	isters and standards	Find a therapist 💡	
В				My Profile	Events	
Supervisor Directory Click My Profile then My Control Panel to return to your profile.						
Account Number Ending in 11					Active	el
No Historical Payments for this Direct Debit Mandate						
Upcoming Payments						
Payment Number	Scheduled	Date	Status		Total	
0000057491	01-Sep-202	20	Payment Cre	ated	£256.00	

Once you return to your profile, the 'Memberships' menu item will enable you to see your new membership, active from 1 October 2020:



Gyanesh Tailor			
			Change Cover Photo
Profile	Memberships		
Address Book			
My Transactions	MEMBER SINCE:	MEMBER SINCE: 30/07/2020	
Memberships	FULL INDIVIDU	FULL INDIVIDU	
Badges	AUTO-RENEWED BY DIRECT DEBIT		
Reset Password	EXPIRES ON: 30/09/2021	EXPIRES ON: 30/09/2020	
	DAYS STATUS	DAYS STATUS	
	UK Council for Ps	UK Council for Ps	