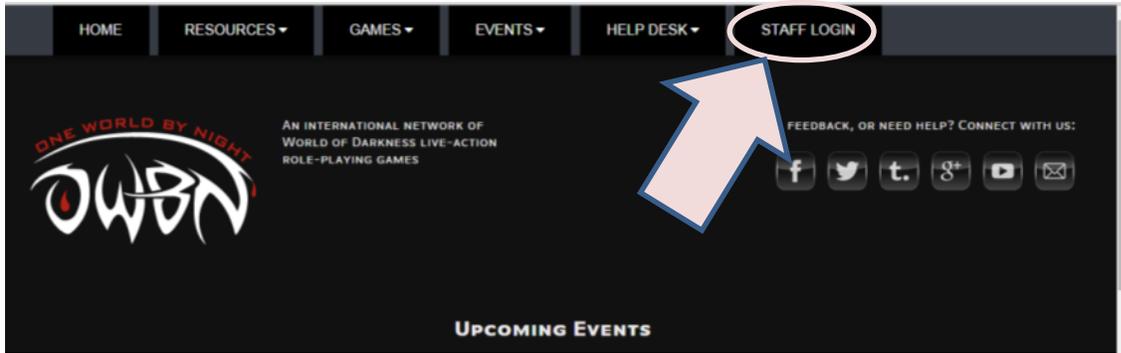
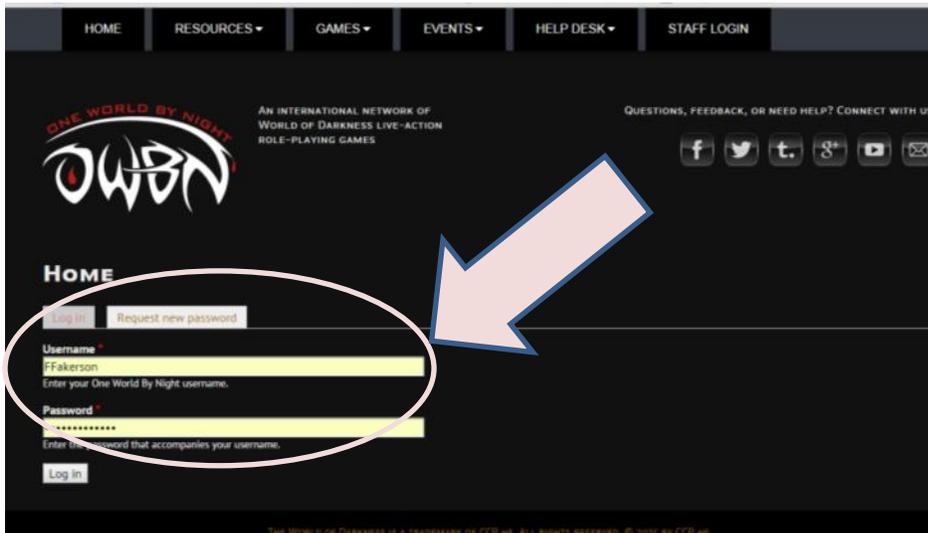


Paying Chronicle Dues on the Website

1. Go to www.owbn.net and click on “Staff Login”.



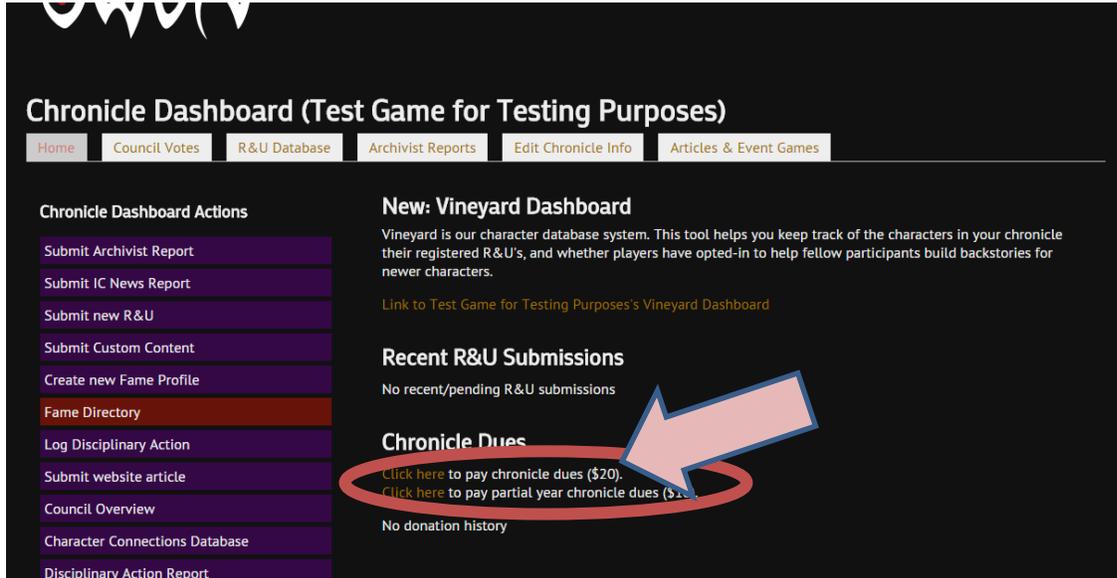
2. Type in your username and password, and then click on the “log in” button.
Note: If you have forgotten your password or your username, click on the “request new password” button. A password reset link will be sent to your email address.



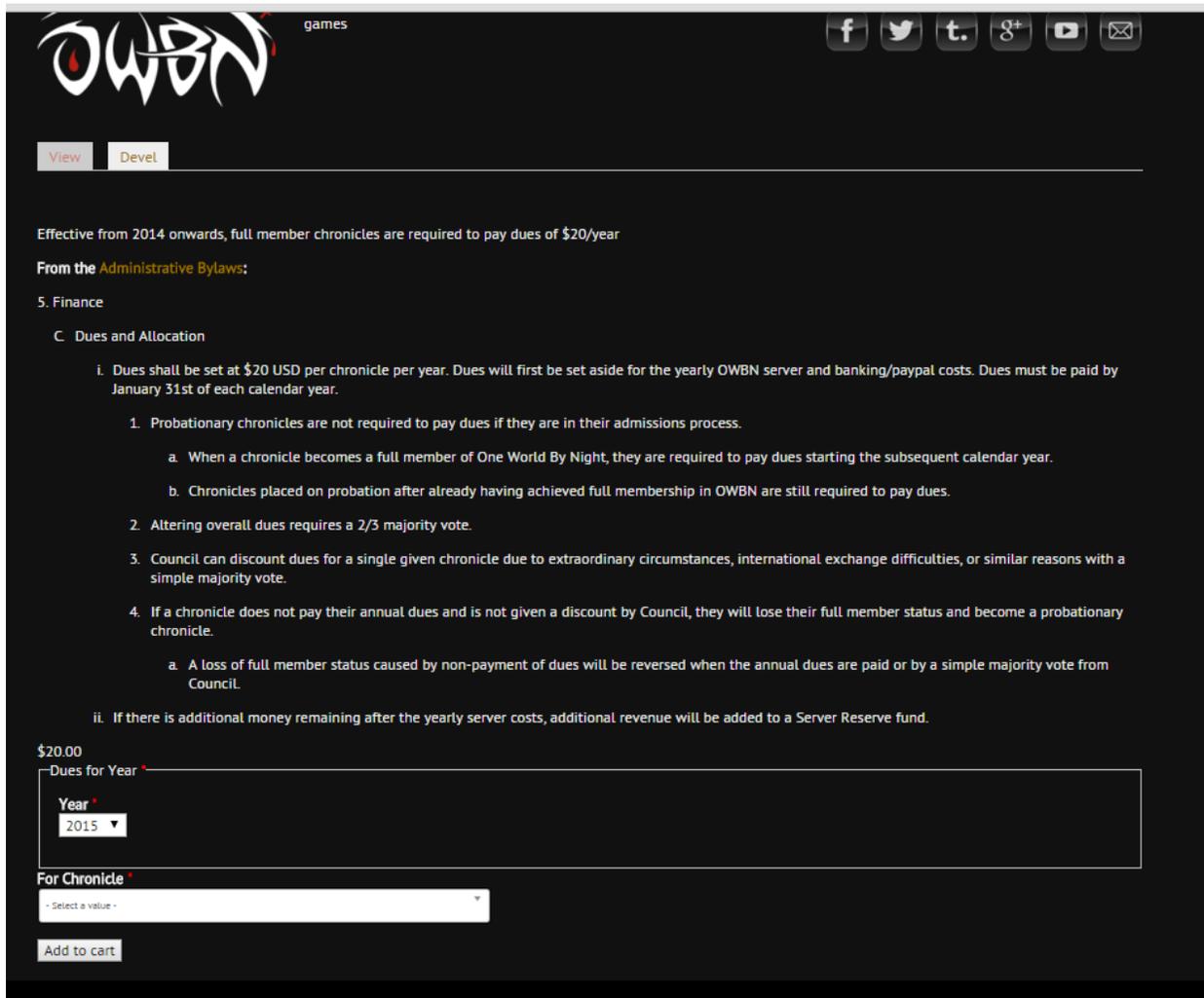
3. On the top right side of the screen, click on “Admin Links”, and click on your chronicle name. This will take you to the Chronicle Dashboard.



4. In the Screen that follows click on “Click here to pay chronicle dues (\$20)”.
- *The Partial Chronicle dues option is available to permit two smaller installments, rather than a large lump sum. That can also be clicked on, to make a partial payment now and another payment later on in the year.



5. The following screen will appear.



6. Under the information regarding Dues taken from the Administrative Bylaws, select the Year that the dues will be paying for. Please make sure to choose the correct year.

The screenshot shows a web form with a dark background. At the top, the word "chronicle." is visible. Below it, there are two bullet points: "a. A loss of full member status caused by non-payment of dues will be reversed wh Council." and "ii. If there is additional money remaining after the yearly server costs, additional revenue will b". Below the text, there is a form with a "Dues for Year" label and a value of "\$20.00". A "Year" dropdown menu is open, showing options from 2013 to 2021, with 2016 selected. Below this is a "For" dropdown menu with a search icon and a list of chronicles, with "Test Game for Testing Purposes" selected. At the bottom right, there is a small copyright notice: "The World of Darkness is a trademark of CCP hf. All rights reser Some materials are © copyright 2015 and trademarked".

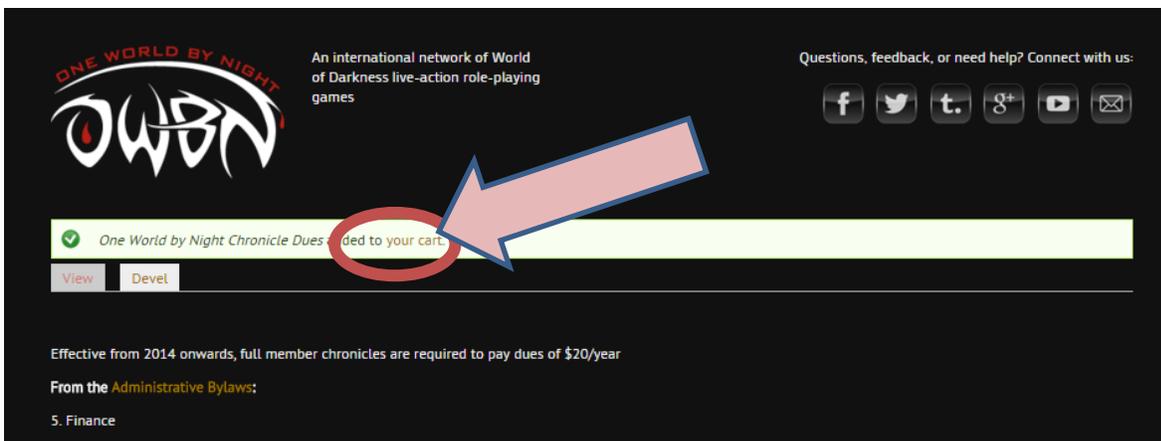
7. Next, choose your chronicle. Please type in the first few letters of your chronicle name, and then click on the chronicle in the list that appears below.

The screenshot shows a web form with a dark background. At the top, the word "Council." is visible. Below it, there is a bullet point: "ii. If there is additional money remaining after the yearly server costs, additional revenue". Below the text, there is a form with a "Dues for Year" label and a value of "\$20.00". A "Year" dropdown menu is open, showing the option 2015. Below this is a "For Chronicle" dropdown menu with a search icon and a list of chronicles, with "Test Game for Testing Purposes" selected.

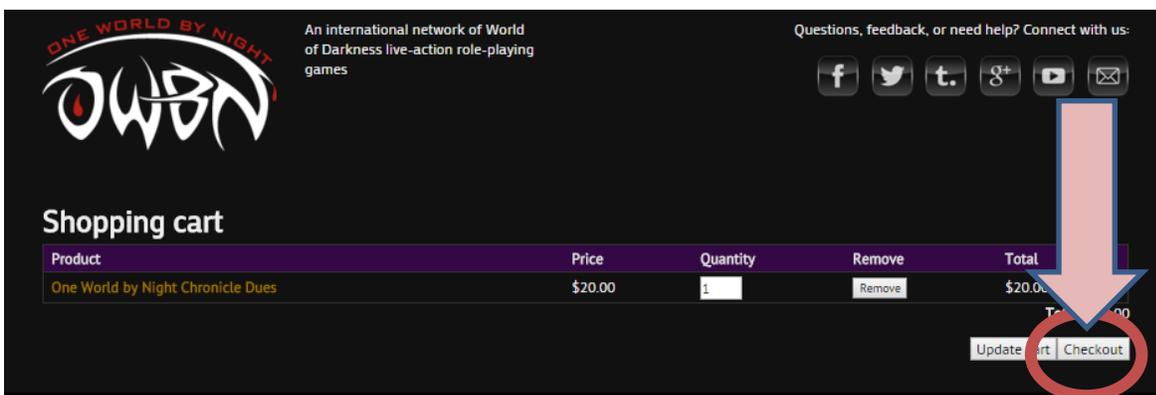
8. Once the year and the Chronicle have been chosen and double checked, click on the button “Add to Cart”.



9. Once you click on “Add to Cart” The Message “One World by Night Chronicle Dues Added to your cart” will appear at the top of the screen. Click on the words “**your cart**” in that message.



10. Click on “Checkout”. Please do not click on anything else on this screen.



11. Fill out the billing information on the next screen. This information should match the information of the person **Paying** the dues..
- Please remember **to wait a few moments after changing the country**, as the country change needs to update the options below (Brazil for example uses different address information).
- Do not** remove the checkmark next to “My Shipping information is the same as my billing information”
- Click on “continue to next step”.

Checkout

1. Checkout 2. Shipping 3. Review order 4. Payment 5. Checkout complete

Shopping cart contents

Product	Price	Quantity	Total
One World by Night Chronicle Dues	\$20.00	1	\$20.00
Order total			\$20.00

Billing Information

Country: United States

Full name: Pakey Fakerson

Address 1: 123 Fake Street

Address 2:

City: Faketown State: None ZIP code:

Shipping Information

My Shipping information is the same as my Billing information.

[Cancel](#)

USA Information

Checkout

1. Checkout 2. Shipping 3. Review order 4. Payment 5. Checkout complete

Shopping cart contents

Product	Price	Quantity	Total
One World by Night Chronicle Dues	\$20.00	1	\$20.00
Order total			\$20.00

Billing Information

Country: Brazil

Full name:

Thoroughfare: Complement:

Neighborhood:

City: State: None Postal code:

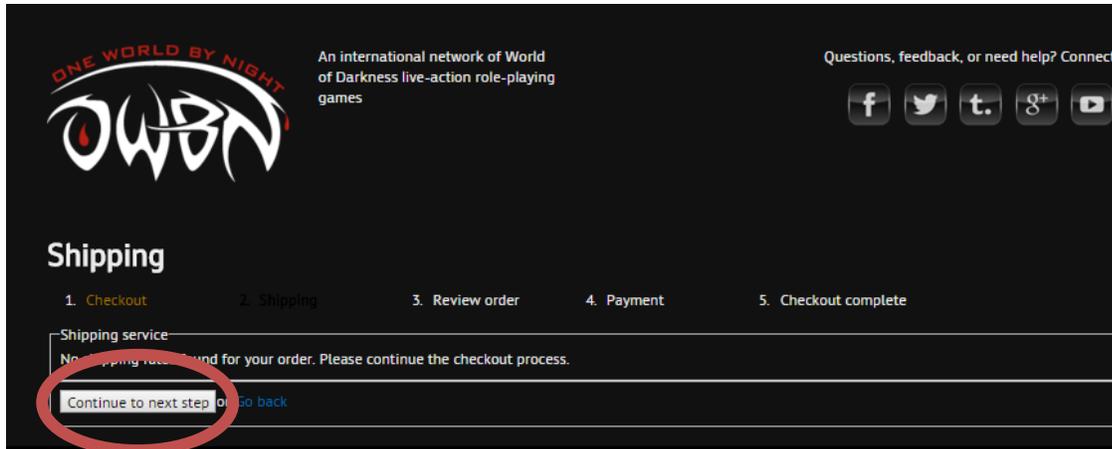
Shipping Information

My Shipping information is the same as my Billing information.

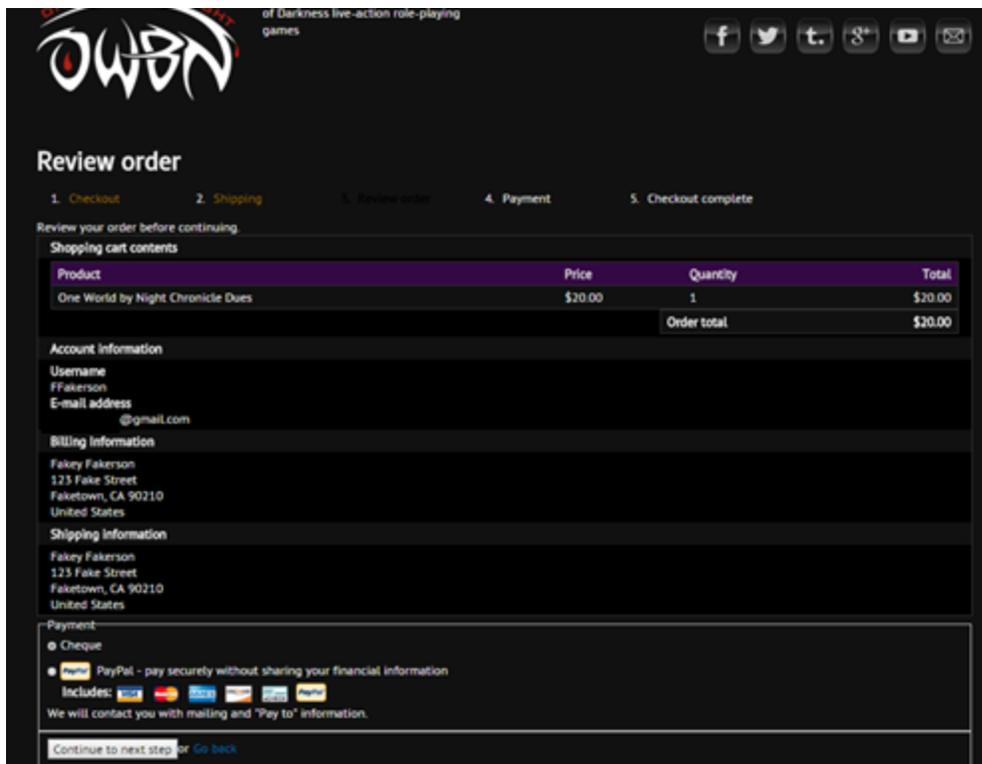
[Cancel](#)

Brazil Information

12. The message “no shipping rates found for your order” will appear. Click on “Continue to next step”.

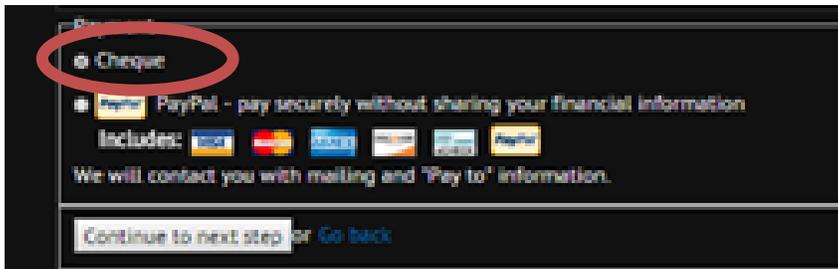


13. The payment screen will appear. Confirm the information on the screen. The username and the billing/shipping information can be different. The person paying does not need their own user account.



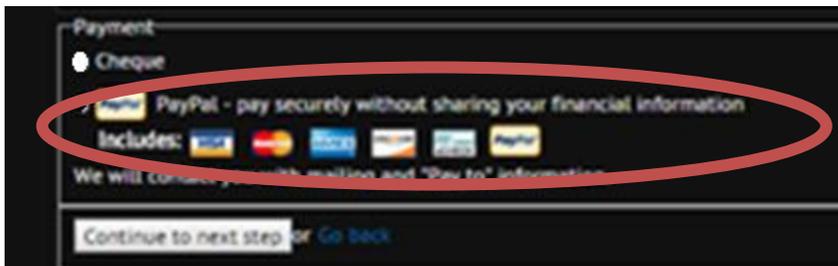
14. There are two payment options.

a. If choosing “Cheque” Click on Cheque and then click on “continue to next step”.

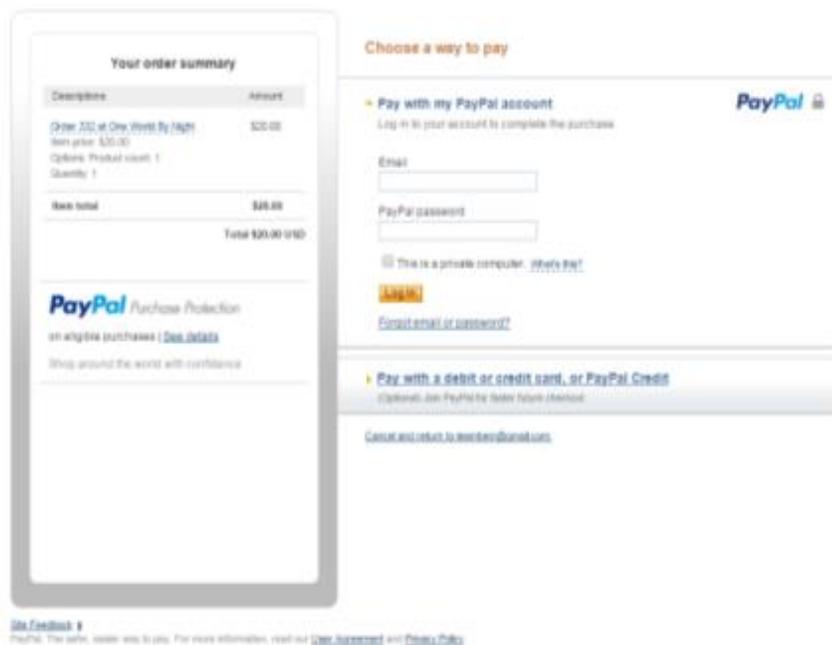


You will get the confirmation message that the Cheque option has been received, and more instructions will be emailed to you for sending a cheque through the mail.

b. If Choosing Paypal Click on “Paypal” and then click on “Continue to next step”.



You will be redirected to the Paypal website to process the payment.



Once the payment has been processed, you will be emailed a confirmation message.