WGO Member Societies

ONLINE MEMBER SOCIETY INFORMATION AND UPDATE FORM

APRIL 2019
Member Society Dues and Information Update Form

There are three ways to access the form. Please use whichever you prefer:

1. Use this direct link (click or copy/paste):
   https://wgo.execinc.com/edibo/Dues

2. From the WGO homepage (illustrated on the next slide)

3. In the membership section of the WGO website (illustrated on the next slide)
Logging In

Online Login Link #1: https://wgo.execinc.com/edibo/Dues

For Societies that have already set up a username and password, either for Membership or the Training Centers Online System

For first time users
If your Society already has a username and password for the WGO website, then you are a “Returning User”

- If you remember your Society’s username and password, enter them to login.
- If you would like to reset your Society’s username and password, then please select “I forgot my username or password” and enter your respective e-mail address. You will then be sent an e-mail with a link to set your account password.

If you are new to the WGO website and do not have a username and password, then you are a New User.

- Select “I do not already have an account on the WGO website.”
- Please enter the e-mail address that received the e-mail from WGO and follow instructions to create your account.
- You only need to create an account one time. For future returns to the Member Society Dues and Information Update Form after your username and password are set, please return to https://wgo.execinc.com/edibo/Dues and follow the Returning User instructions.
Creating a New Account

Member Society Dues and Information Update Form

Societal Membership Renewal

An e-mail has been sent to email@email.com with a link to continue creating an account. If you do not receive that e-mail within a few minutes, please check any spam filters.
You will receive an e-mail similar to the one below which will direct you back to the WGO website to create your username/password.

World Gastroenterology Organisation

Member Society Dues and Information Update Form

Societal Membership Renewal

Our records show that the e-mail address you provided belongs to you. If this is you, please click on this link to establish your user account: http://test-wgo.execinc.com/edibo/Dues/InitWizardContact/Next?LoginToken=899A58A74D2D95DE567CB55934AD366
Choose your own username

Choose your own password
Enter the username and password you just created.
Some individuals are contacts for multiple societies (for example a regional affiliate and a Member Society). Once logged in, they will have to choose which society they wish to update.

Returning to https://wgo.execinc.com/edibo/Dues will allow them to choose to edit a different society.
Completing the Form

Once logged in, you will see the menu for Member Society Dues and Information Update Form. Click any underlined title to view and edit that section.
Completing the Form

Fields marked with an asterisk (*) are required

Current Number of Society Members is required to calculate dues amount

Some fields may pre-populate, please review and confirm/correct all information

Use buttons to move between sections or to return to the menu

Member Society Dues and Information Update Form

Necessary action on the following would be greatly appreciated. Please look over the information below and supply the data we are missing. A blank field indicates we have no data on file. If you would be so kind as to fill in the fields with the most current data, it would be much appreciated. If there is incorrect information listed below, please correct it so that we may update our records accordingly. Thank you for your time and attention in this matter!

Please complete this form by 15 July 2018. Returning this form is necessary for the WGO Executive Secretariat to proceed with processing your 2018 membership dues. If you have any questions, comments, or concerns, please reach out to membership@worldoceanography.org. We look forward to receiving your updated form!

Information is saved upon clicking the "Previous", "Continue", or "Save and Return to Menu" buttons. If you leave and return, the saved information will pre-populate the form following login.

Use buttons to move between sections or to return to the menu
Complete all sections:

- Society Details
- Upcoming Annual Organizational Meetings
- Upcoming Organizational Anniversaries/Milestones
- Officer Information
- Society Information
- Permanent Secretariat
- President
- Secretary
Review and submit your form

You will see a review of all information submitted. If edits are needed, follow the link to go back to the menu. If all of the information is correct, click Continue at the bottom of the page to go to your billing summary.
Billing Summary

World Gastroenterology Organisation

Member Society Dues and Information Update Form

Society Name:
Society Number:

Societal Membership Renewal
Please take a moment to review your membership dues payment.
Total Due: 300.00

Billing Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

Total: $300.00

Last chance to go back to previous pages

Click to finalize your update form and receive your Membership Dues Invoice

Total due based on number of Society members
In addition to wire transfers and checks, WGO now accepts credit card payments. Choose your payment method on this page:
Completing Your Renewal

- If you paid using a credit card, you will be sent an email verifying the transaction.
- If you chose to pay via wire transfer or check, an invoice will be generated.
- A copy of your invoice will also be sent to your email address.
- All amounts due are in US Dollars (USD).
- Please ensure that your society number is included on the bank transfer.
If you paid by credit card you will receive an e-mail similar to the one below

World Gastroenterology Organisation

Societal Membership Renewal
Thank you for renewing your WGO membership. A copy of your dues information is included below. If you have any questions or need to make changes, please contact us at info@worldgastroenterology.org or +1 (414) 918-9798.

Billing Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>$600.00</td>
</tr>
<tr>
<td>Society Membership Dues</td>
<td>$600.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$600.00</td>
</tr>
<tr>
<td>Total</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

Credit Card Info
Card Type
VISA
Card Number
**********1111
Expiration Month
10
Expiration Year
23
Cardholder Name
Joe Q Public
If you chose wire transfer or check you will receive an e-mail similar to the one below with a copy of your invoice.

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World Gastroenterology Organisation

Member Society Dues and Information Update Form

Society Name: NAME
Society Number: ####

Societal Membership Renewal
Thank you for creating an invoice for your WGO membership. A copy of your invoice is attached to this e-mail. If you have any questions or need to make changes, please contact us at info@worldgastroenterology.org or +1 (414) 918-9798.

Billing Summary

<table>
<thead>
<tr>
<th>Item Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>$300.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$300.00</td>
</tr>
<tr>
<td>Total</td>
<td>$300.00</td>
</tr>
</tbody>
</table>
Invoice - WGO Membership Fees 2019

Invoice Date: 29 April 2019

Example Gastroenterological Society
Society Number: 123
123 Main Street
New York, NY 10001
USA
example@examplegl.org

04/29/2019
Membership Dues

Old Expiration Date
New Expiration Date
Society Membership Dues
12/31/2018
12/31/2019
$300.00

Total

$300.00
$300.00

Should you have any questions regarding the above amount(s), please contact the Executive Secretariat at memberships@worldgastroenterology.org.

The total amount (total due) is payable no later than 29 May 2019 in USD to:
Account holder: World Gastroenterology Organization
Bank: BMO Harris Bank N.A.
Street: 111 W. Monroe Street
Chicago, IL 60603
Country: United States
Account No.: 0004399465
SWIFT: HATRUG44

Please ensure that your society number is included on the bank transfer.

Thank you for your co-operation. This invoice has been produced electronically and is valid without a signature.
Questions?

Please contact the WGO Executive Secretariat:

- E-mail: membership@worldgastroenterology.org
- Phone: +1 (414) 918-9798