WGO Member Societies

ONLINE MEMBER SOCIETY INFORMATION AND UPDATE FORM

2023
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)
Online Login Link

WGO website: www.worldgastroenterology.org
Member Society Dues and Information Update Form

— Societal Membership Renewal

In order to update information and renew dues for a WGO member society, please choose one of the options below.

— Returning User

○ I already have an account on the WGO website.

Username
Password
Remember Me

Login>

I forgot my username or password.

— New User

○ I do not already have an account on the WGO website.

If you do not have an account, please enter your e-mail address below. An e-mail will be sent to the address listed with a link to create an account. If you have had previous contact with WGO, please enter the e-mail address you’ve used with us in the past.

E-Mail Address

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.
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

<table>
<thead>
<tr>
<th>Member Society Dues and Information Update Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Societal Membership Renewal</strong></td>
</tr>
<tr>
<td>An e-mail has been sent to <a href="mailto:email@email.com">email@email.com</a> 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.</td>
</tr>
</tbody>
</table>

< Previous
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 NAME. If this is you, please click on this link to establish your user account: http://test-wgo.execinc.com/edibo/Dues/InitWizardContact/Next?LoginToken=899A58A74D2D95DE567CB55B93AD366
Member Society Dues and Information Update Form

- Societal Membership Renewal
In order to update information and renew dues for a WGO member society, please choose one of the options below.

- Returning User
  - I already have an account on the WGO website.
    - Username
    - Password
    - Remember Me
  - Login

If you need any assistance, feel free to contact us.

Choose your own username
Choose your own password
Enter the username and password you just created

Member Society Dues and Information Update Form

--- Account Created
Thank you. Your account has been successfully created. Please log in below with your new username and password to continue.

--- Login
Username
Password
Remember Me

Login >
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.
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.

<table>
<thead>
<tr>
<th>Member Society Dues and Information Update Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Society Name:</strong></td>
</tr>
<tr>
<td><strong>WGO ID Number:</strong></td>
</tr>
</tbody>
</table>

Please review your information below. If edits are needed, click here to return to the menu.

<table>
<thead>
<tr>
<th>Society Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Address</td>
</tr>
<tr>
<td>Society Email</td>
</tr>
<tr>
<td>Society Logo</td>
</tr>
<tr>
<td>Current Number of Society Members</td>
</tr>
<tr>
<td>Upload current membership list</td>
</tr>
<tr>
<td>Date Your Society Was Established</td>
</tr>
</tbody>
</table>

Please use ddmmyyyy format.

| Publication(s) (journals/magazines published by your Society) |

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<table>
<thead>
<tr>
<th>Upcoming Annual Organizational Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting</strong></td>
</tr>
<tr>
<td><strong>Type of Event</strong></td>
</tr>
</tbody>
</table>
Billing Summary

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

Total due based on number of Society members

Last chance to go back to previous pages
In addition to wire transfers and checks, WGO 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

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**World Gastroenterology Organisation**

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**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](mailto: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></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>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>$300.00</td>
</tr>
<tr>
<td>Society Membership Dues</td>
<td>$300.00</td>
</tr>
<tr>
<td>Total</td>
<td>$300.00</td>
</tr>
<tr>
<td>Member Society Number</td>
<td>Total Amount due in US Dollars</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Example Gastroenterological Society</td>
<td>$300.00</td>
</tr>
<tr>
<td>Society Number: 123</td>
<td></td>
</tr>
</tbody>
</table>

Invoice Date: 29 April 2023
123 Main Street
New York, NY 10001
USA
example@examplegi.org

Invoice Date: 04/29/2023
Membership Due
Old Expiration Date: 12/31/2022
New Expiration Date: 12/31/2023
Society Membership Due
Total

$300.00
$300.00

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

The total amount (total due) is payable no later than 29 May 2023 in USD to:
Account holder: World Gastroenterology Organisation
Bank: BMO Harris Bank N.A.
Street: 111 W. Monroe Street
Chicago, IL 60603
Country: United States
ABA Routing #: 071000208
SWIFT Code: HATHUG44
Beneficiary Account Number: 4420626

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

▶ Please contact the WGO Executive Secretariat:

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