

Dear Member,

The following is a guide for paying your subscription online.

Navigate to the website www.mlsv.org.au

1/ Login firstly; clicking the 'Log In' link as shown.

THE MEDICO-LEGAL
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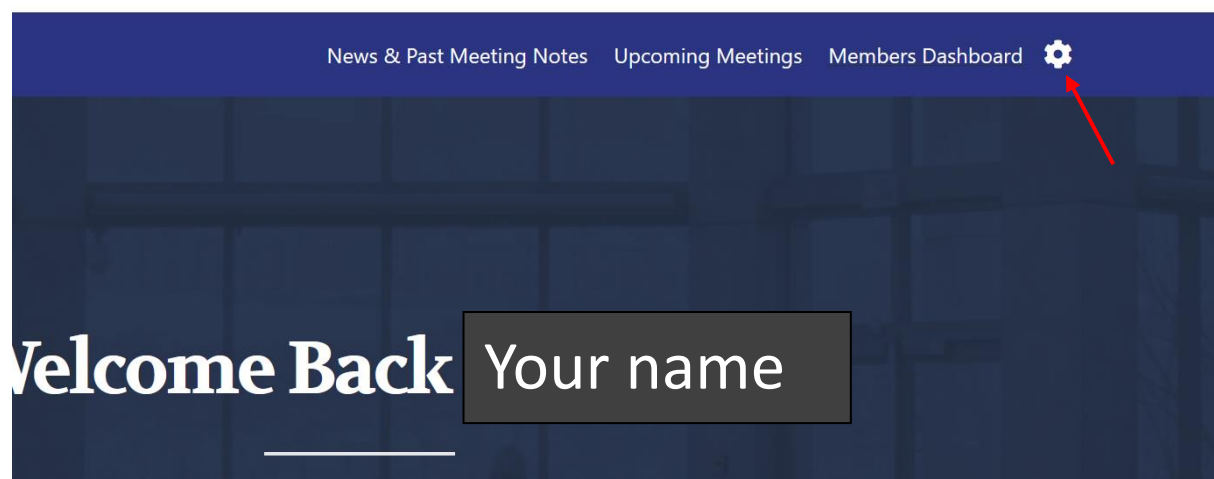
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If you do not remember your email address, it is the one this guide was sent to. If you have forgotten your password, click on the [Lost your password](#) link. This will send you an email to reset your password. Once this is done, you can go back and Log In.

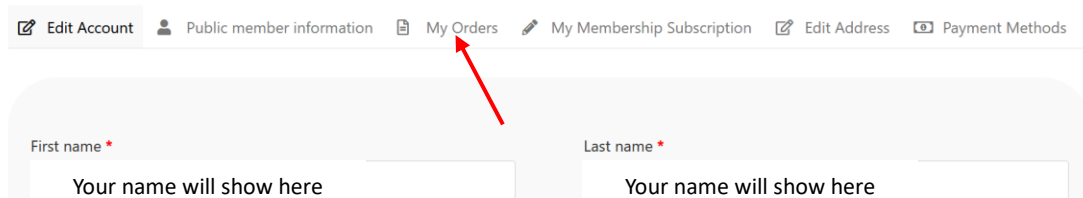


2/ Once you have Logged In you will see this screen below. (You may see a screen that asks you to update your details if you have not logged in previously. Fill this screen in, with information you are comfortable with the financial membership seeing, click the update button and then this screen below will appear)

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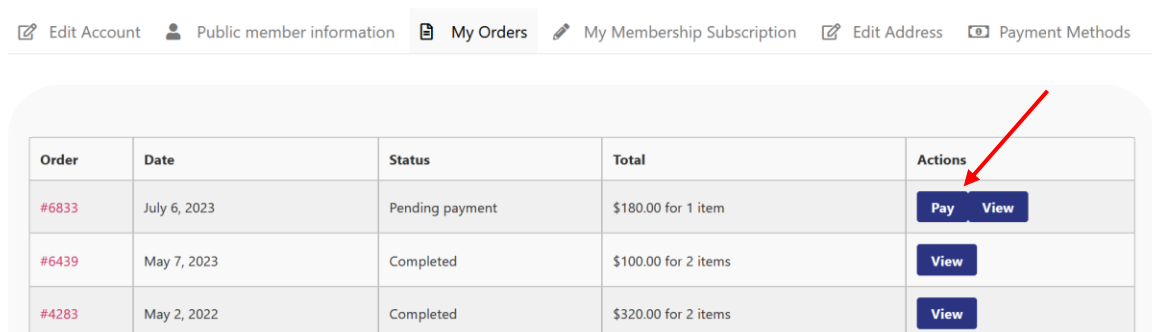


3/ After clicking on the cog, you will see this screen below, click on My Orders.



The screenshot shows a user profile page with a navigation bar at the top containing links: Edit Account, Public member information, My Orders (highlighted with a red arrow), My Membership Subscription, Edit Address, and Payment Methods. Below the navigation bar are two input fields for 'First name' and 'Last name', both with placeholder text 'Your name will show here'.

4/ Click on the Pay button, which will take you to through to the payment screens. Follow the steps in the payment screen and an automated receipt will be sent to you.



The screenshot shows the 'My Orders' page with a table of orders. A red arrow points to the 'Pay' button in the 'Actions' column for the first order.

Order	Date	Status	Total	Actions
#6833	July 6, 2023	Pending payment	\$180.00 for 1 item	Pay View
#6439	May 7, 2023	Completed	\$100.00 for 2 items	View
#4283	May 2, 2022	Completed	\$320.00 for 2 items	View

Please note that due to it being the first time you have used the website, once you have completed your payment, a screen with a paragraph that says, '*your nomination is being considered*' will be displayed. Please ignore this it is set for new users. Given all our members are actually new users to this website it shows up. It will not show next time.

Please let me know if you have any difficulties navigating the site.

Kind regards, Lee