

LITASA PAYMENT GUIDE

We've upgraded our payment system. Here's how to pay invoices.

STEP 1 | Register for the conference via the LITASA website.

Register for the conference here

Title

First name

Last name

Organisation

Email address

Cellphone number

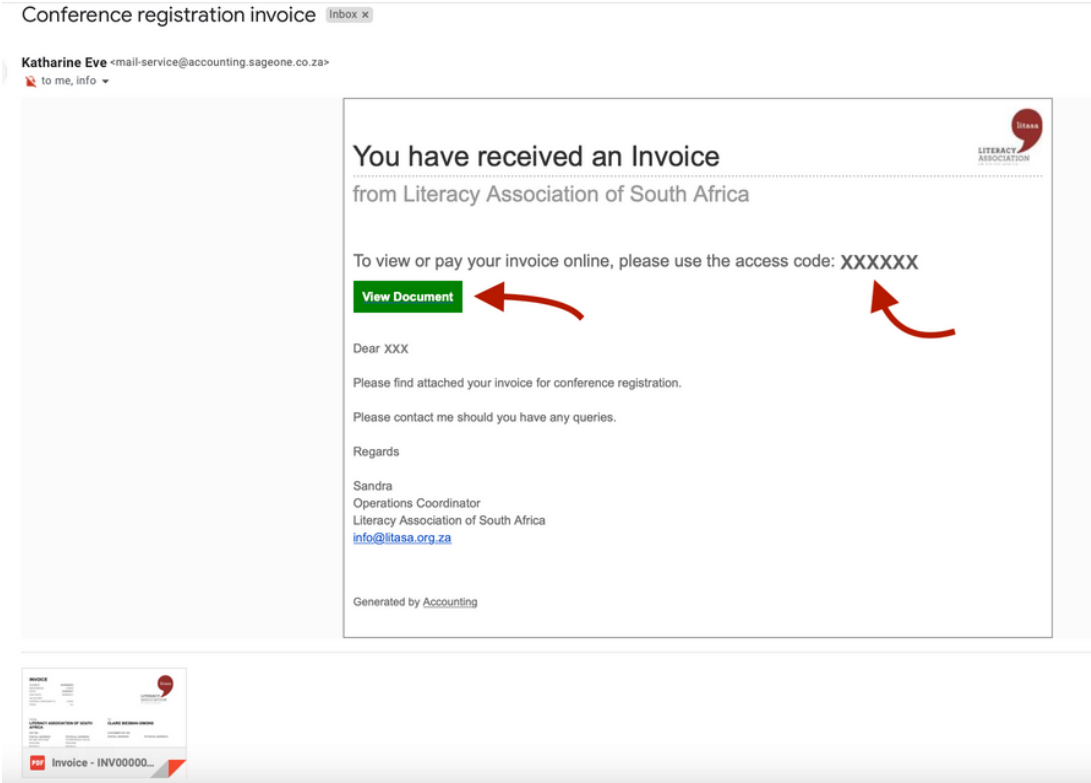
Registration type

SACE/student number (if applicable)

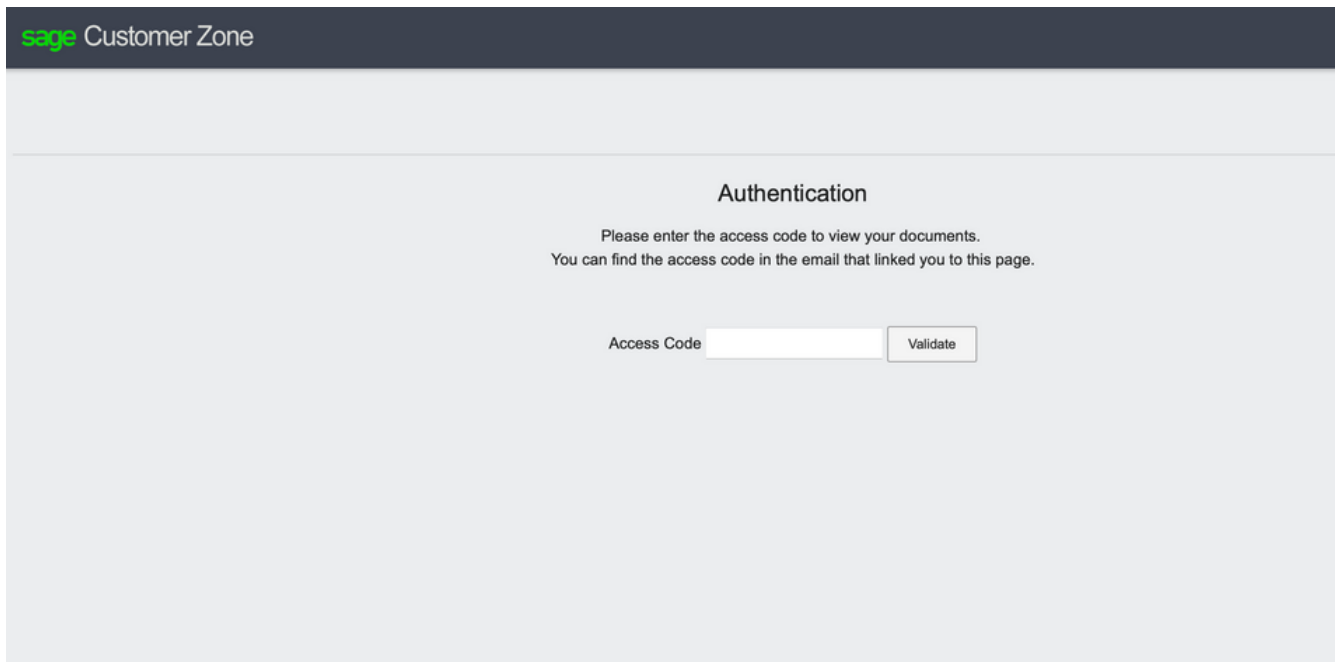
Dietary requirements

- Not applicable
- None
- Vegetarian
- Vegan

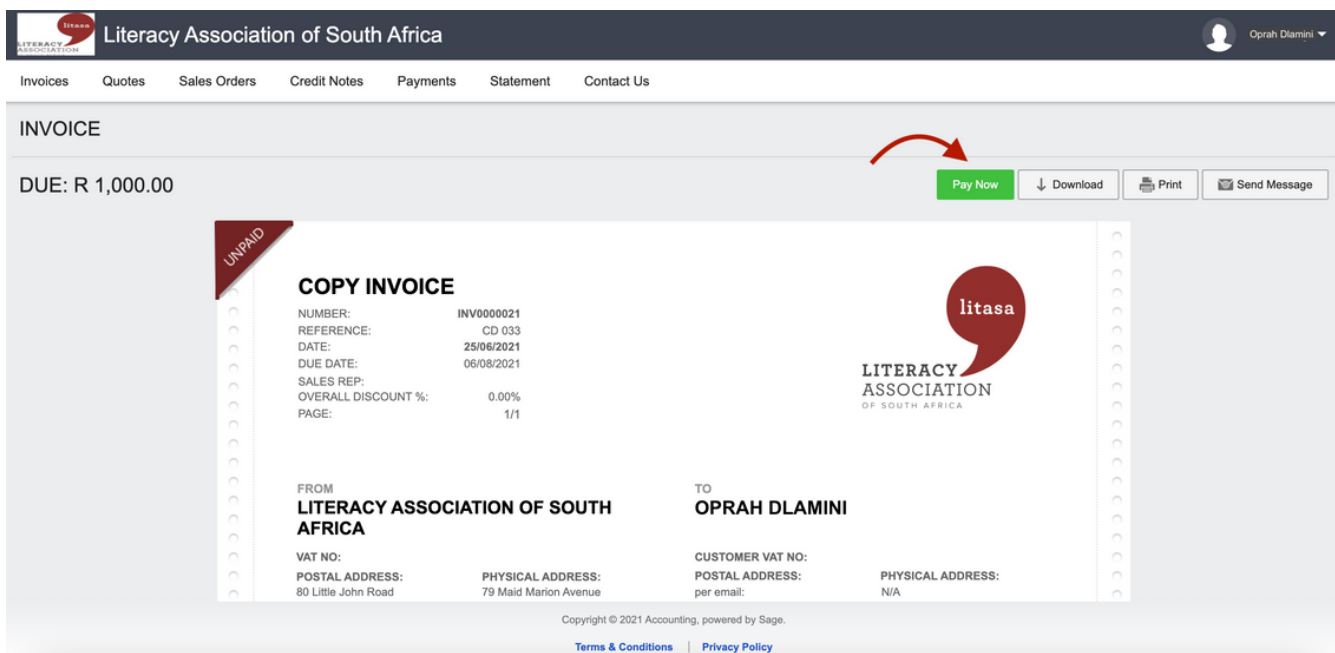
STEP 2 | You will receive an email from Katharine Eve with your invoice attached. Open the email. Copy the access code at the start of the email. Then click the green 'View Document' button.



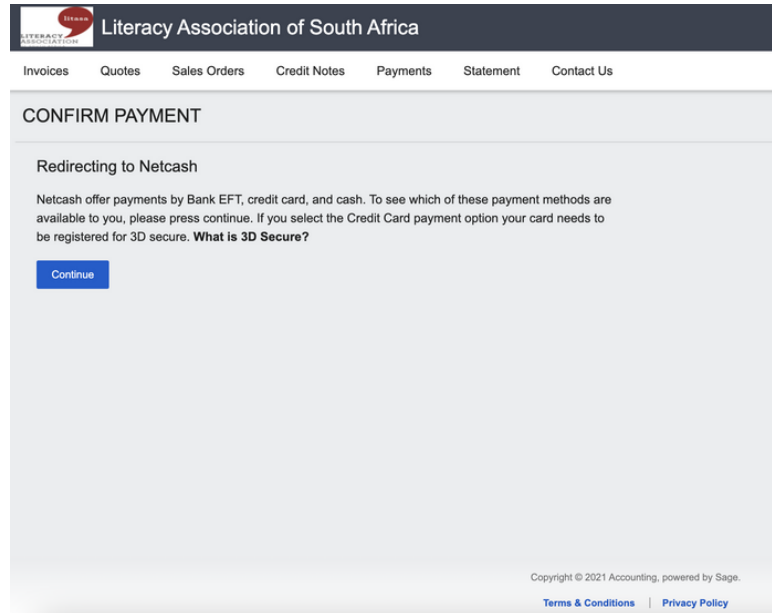
STEP 3 | An authentication page will open. Enter the access code. Then click 'Validate'.



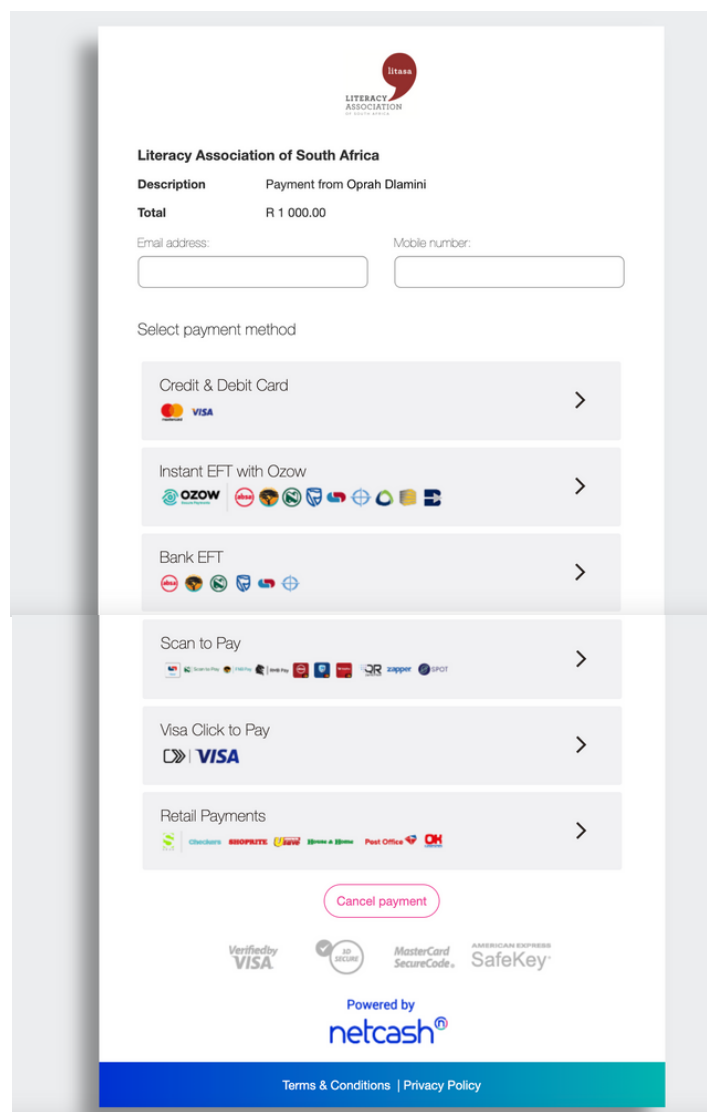
STEP 4 | Your invoice will open on the screen. Click the green 'Pay Now' button at the top right of the screen.



STEP 5 | You will be asked to confirm if you would like to make payment.



STEP 6 | Select your preferred payment method. Follow the instructions to complete the transaction.



NOTE | Paying at Checkers, Shoprite or Post Office

If you intend to pay by cash, select 'Retail payments' (also called 'SCode'). You will then have the option to email or sms the code to yourself. Take the code in the email or sms to the teller at the shop, where you will be able to pay by cash or card.

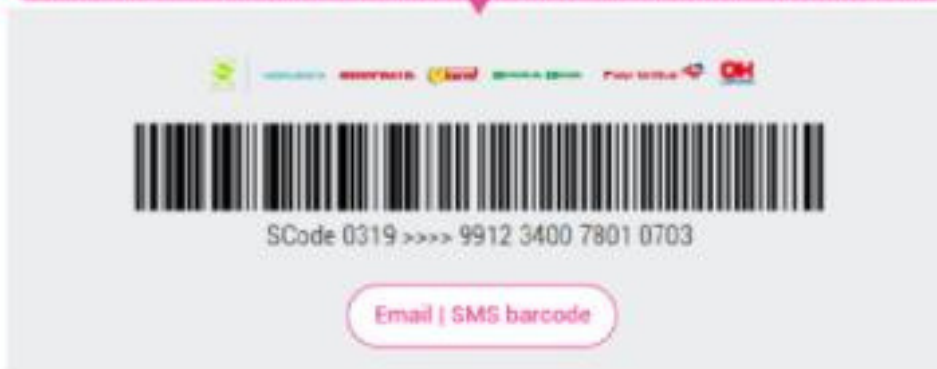
Description	Service 1
Total	R550.00

Email address:

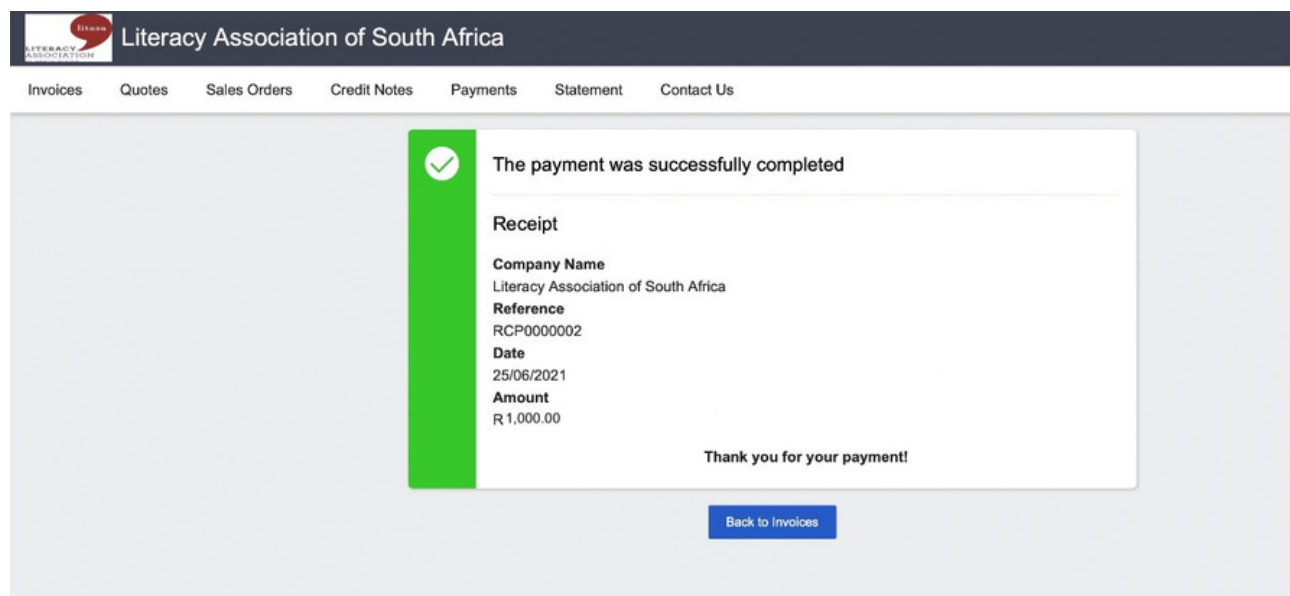
Mobile number:

Please present a printed copy of this barcode or SMS to a cashier at any one of the following retail outlets shown below to make payment.

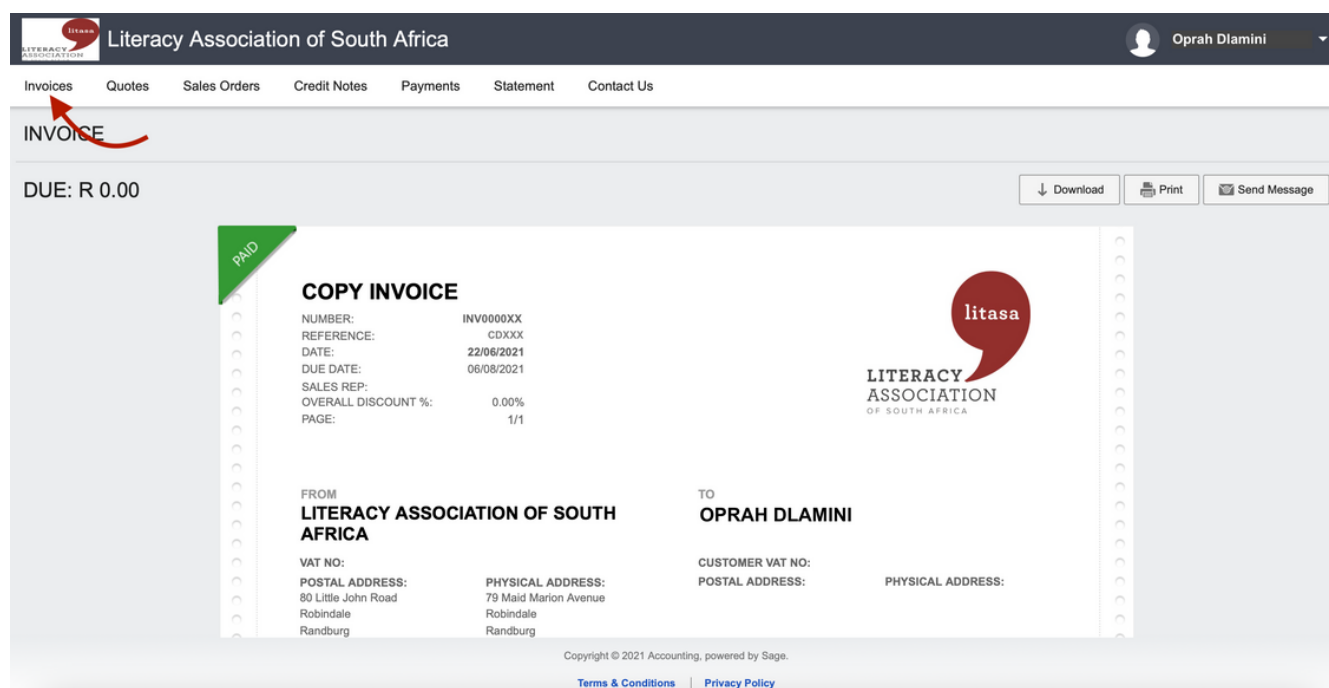
Customers present the unique barcode at any of these retail outlets to pay by cash



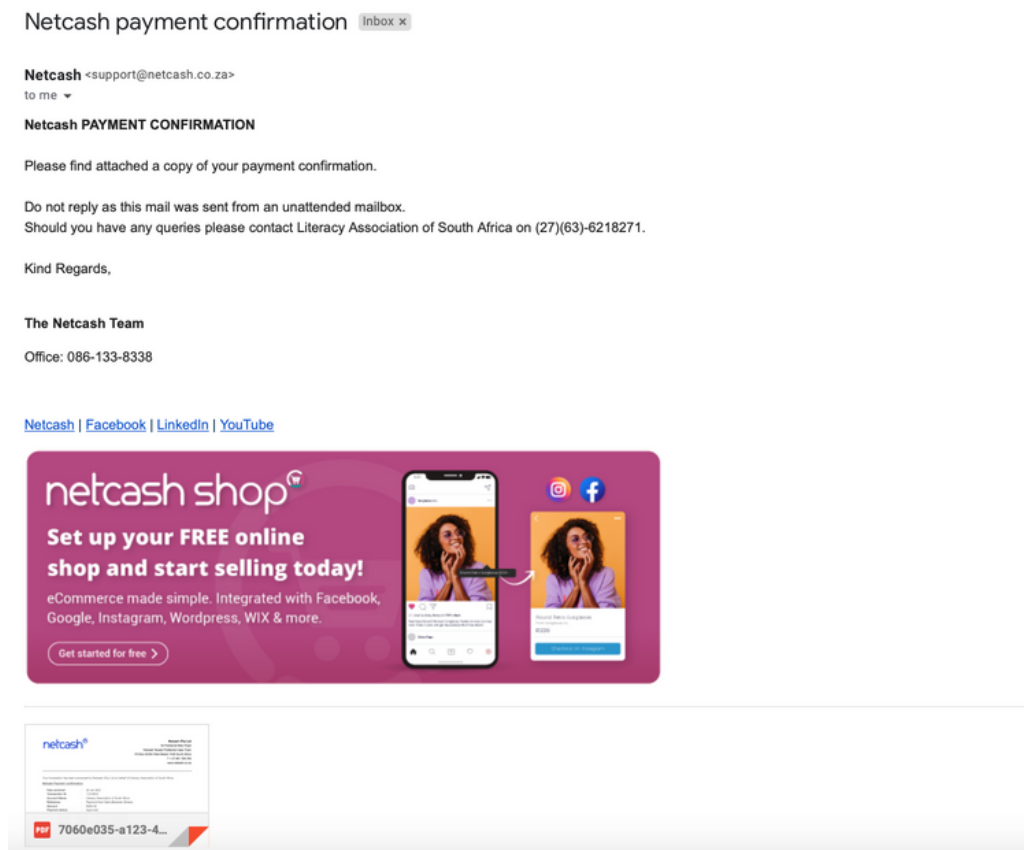
STEP 7 | You will receive notification on screen that your payment has been processed successfully.



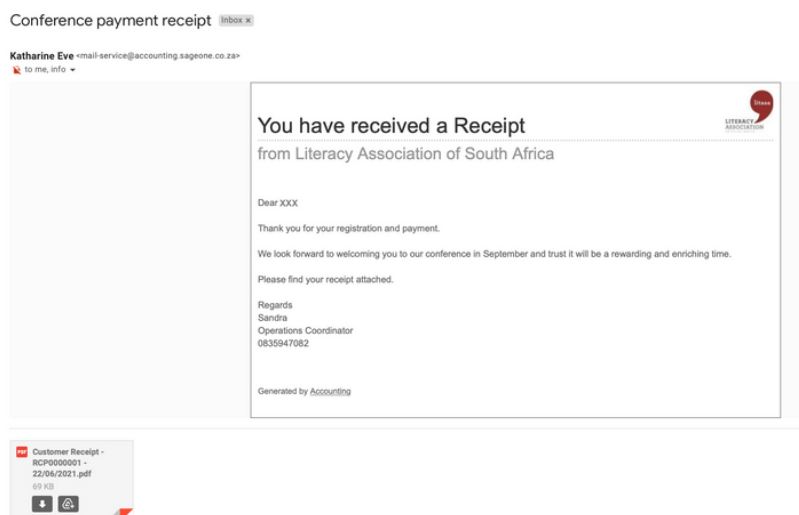
STEP 8 | You can click on the invoice in the Customer Zone again, if you would like to check it.



STEP 9 | You will receive an email from Netchash indicating payment confirmation.



STEP 10 | Once we have received your payment and processed it, you will receive your receipt via email from Katharine Eve.



Well done! That's it, you're registered.
We look forward to seeing you at the conference!