## How to use our new fully fully automated online payment system?

To access this new system please log in to your membership account

1) Go to <u>www.fom.sq</u>

## Click on



Type in your e-mail address and your password

2) If you forgot your password please click on forgotten password



Type in your e-mail address and press Reset My Password and an e-mail will be sent to the account you specified.

To sign up for any 'Member event' click on the tab 'Member Events' and choose the event you would like to sign up for.



(For example currently there is a tour for the Baba House under Explore Singapore)

Click on the red field "Register by (date)" which can be found at the bottom of each event description:



This will take you to your Member Events Cart:

## Member Events / My Cart

Delete	Date & Time	Events/Activities	Cost (Member)	Number of Guest	Total Amount
Û	05/06/2018 9.30-12.30	Chinatown walk	\$30.00	0 + Add Guest	\$30.00
Û	12/06/2018 9.30am - 12:00 pm	Dou Mu Temple and Neo Clan Association	\$25.00	0 + Add Guest	\$25.00
				Total	\$55 00
ayme	ent Method			Total.	\$33.00
ayme elect	ent Method Payment Type			10141.	\$55.00
ayme elect	ent Method Payment Type PayPal / Credit Card (You don't n	eed to have PayPal account to pay by credit card. Click here for illustratio	n)	10141.	\$55.00
ayme elect	Payment Type PayPal / Credit Card (You don't n Cheque	eed to have PayPal account to pay by credit card. Click have for illustratio	n.)	iotai.	\$33.00
ayme elect 0	ent Method Payment Type PayPal / Credit Card (You don't n Cheque Cash	eed to have PayPal account to pay by credit card. Click have for illustratio	n)	iotai.	\$33.00

From here you can either 'Add Another Event' if you wish to register for additional event(s), or click 'Pay Now' to pay for the item(s) in your cart. If this is an event where you can bring a guest you can do so at this point of time.

You can pay by cheque, cash or PayPal. If you don't have a PayPal account you can still use the platform to make payment with your credit card:



Once you have made payment, you will receive a confirmation email. If the event is already fully subscribed, you will be placed on a waiting list.

If you would like to see an overview of the events you have signed up for, click on My Profile, then select either Event History or Payment History.



If you have any questions or need assistance, please contact the FOM Office or write an e-mail to office@fom.sg

Regards, The FOM Communications Team