How a PARENT will set-up a Direct Debit to pay subs via Online Scout Manager (initiated by the Section Leader creating a Subs schedule in OSM)

- 1 Email arrived:
- CONTRACTORY OF CONTRA
- 2 Click and follow the link to:



3 – Set up Subs payment

NOTE – for SUBS – use the Setup Subscription As this will setup a monthly direct debit.

(The PAY NOW option will be for one-off payments e.g. camps)

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4 Login – (Parent's New account – first time)





5 Create Account (First time only)





## 7 Confirmation of set-up



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8 Leaders view from within OSM

9 Email confirmation to parent when payment initiated

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