

# 1 找到您的账单

## Access to your Order

1-1 登录到MyIET，在MyAccount中找到您的账单（ Use your MyIET account）  
<http://www.theiet.org/memberapplication/www/index.cfm/main/membershipType>

The screenshot displays the MyIET website interface. At the top, a black navigation bar contains the text "Welcome" followed by a grey dropdown menu, a green "Logout" button, and an orange "My IET" button which is highlighted with a red rectangle. Below this, a secondary navigation bar includes "The IET for you" with a red dropdown arrow, "Contact us", and a "Welcome My IET" section with a dropdown arrow. The main content area features a grid of six categories: "Membership" (Career development & professional registration), "Resources" (Library, archives, bookshop, publications & factfiles), "Get Involved" (Communities, sectors, volunteers & discussion forums), "Events" (Conferences, seminars, courses, lectures & visits), and "Policy & Media" (Thought leadership, media centre & public affairs). The IET logo is on the left. A breadcrumb trail shows "Home" and "My IET". A "Welcome to MyIET" section contains a text box with the message: "Please take a minute to read this introduction to help you get the most out of the features in MyIET." Below that, an "Activity" section contains a text box with the message: "Get a personalised view of the latest news and content matching your interest areas. You can track discussions, see upcoming events and read what your friends and colleagues have been doing."

## My details

Manage your personal information and contact preferences. You can also opt in to receive your IET diary.

## My account

Download receipts and documents and make membership payments.

[Continue to MyIET](#)

[Do not show this message again](#)

Home ▶ My IET

[Activity](#)

[Communities](#)

[Interests](#)

[Public profile](#)

[My details](#)

**My account**

**Membership**

[Books & journals](#)

Date	Order number	Order summary	Amount / currency	Payment / status
18 Jul 2013	IEO [REDACTED]	Membership application	'50.00 USD'	<a href="#">Pay now</a>

1-2 或者 使用邮件中的链接  
OR Use the link in the email

Dear [REDACTED]

Please be advised your IET membership application is due for payment. Please [click here](#) to pay online.

If you have any questions please contact the Member and Customer Service Team on +44 (0)1438 765678 or [click here to submit an enquiry](#)

Kind Regards,

Graham Lottering  
Member & Customer Service Centre  
The Institution of Engineering and Technology

**Please do not reply to this message as it is an automated email**  
**Please retain this email for your records**

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2 系统显示账单明细，点击 “Pay by Credit/Debit Card”  
Page jumps to Order Detail, then click “Pay by Credit/Debit Card”

Home ▶ myOrder [Share this page](#)Share |

## Order Details

[Click here to return to the MyIET membership orders page](#)

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**Mary Smith** **Order Date: 7-Mar-2014**  
**Reference Number: 1100342894** **Order Ref: IE001443240**

### Billing Address

2 Test Street  
Test Town  
China

## Order Lines


Description	Price (USD)
IET Membership Subscription	
<b>IET Connect - Formerly the IET Benevolent Fund</b>	
IET Connect - the IET Benevolent Fund, provides practical, confidential information, advice and financial support to members and their families in need. It is entirely funded by member donations and legacies	
<b>Current Contribution</b>	<input type="button" value="Amend"/> 0.00
<b>Total Due: 5.80 (USD)</b>	

The IET sites use cookies to provide functionality, as well as in collecting data for analytics and advertising.

> [Tell me more about IET cookies and how we use them](#)

> [Don't show this message again](#)

## Payment Options



Fast, easy, secure.

In the event of a problem please contact customer services on **+44 (0)1438 765678** our opening hours are 08:00 - 18:00 Monday To Friday  
Alternatively please complete our [online enquiry form](#)

## Secure Payment

To complete your order you will need to pay:

**USD**

By clicking the 'Continue' button you are committing to make an online payment by Credit or Debit card and you will be transferred to Netbanx, our secure payment provider. When you have submitted your card details please wait while we process your transaction. Do not hit your browser back button or press the 'Continue' button more than once.

### Automatically renew my membership

I authorise the IET to use my card (**Visa/Mastercard** only) to automatically pay this and future annual membership fees.

I understand that payments of unspecified amounts for future years' subscriptions will be taken as and when they become due and that I will be given prior notice in writing. Continuous card charge renewal is the IET's preferred method of payment as it helps keep our cost to a minimum and, therefore, ensures that your membership fees are put to best use.

Please note this is available for **Visa and Mastercard** only.

Back To Order

Continue



We are now forwarding you to Netbanx, our secure payment provider. If you are not forwarded within the next 10 seconds, please click on the button below.

Go to payment provider



Back to top ▲

### 3 填入信用卡信息，确认支付 Fill in card information, then confirm







**Order Reference: IEO01443240**


### Card Payment request



**\$[REDACTED] to The Institution of Engineering and Technology**

Please fill in the payment form below

▼ Pay using **credit or debit card**

We accept      

<b>1 About the Cardholder</b> Name <input type="text" value="Mary Smith"/> Email Address <input type="text" value="test5757@theiet.org"/> House Name or Number <input type="text" value="2 Test Street"/> ? Postcode / ZIP code <input type="text" value="NONE"/> ?	<b>2 About the Card</b> Card Number <input type="text" value="[REDACTED]"/> Security Number <input type="text" value="[REDACTED]"/> ? Issue Number (if present) <input type="text"/> Start Date (if present) MM <input type="text"/> YY <input type="text"/> ? Expiry Date <input type="text"/> <input type="text"/>	<b>3 Confirm</b> You are about to pay \$5.80 from your credit or debit card: 
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Your payment is protected by:  [learn more](#)  [learn more](#)

4 付款成功，页面跳转到MyOrder页面

Successful payment, the page jumps to MyOrder

[Home](#) ▶ [myOrder](#)

[Share this page](#) [Share |](#)

**Thank you for your payment your order will now be processed**

**Your order number is IE001443240.**

**Your personal reference number is 1100342894.**

**For further assistance please contact the Member and Customer Services team via the [contact us](#) page.**

**[Click here](#) to review your MyIet membership orders.**

**[Click here](#) to go to the main website.**

5 此时查看您的订单信息，系统将显示“处理中”  
Check your Order information, it shows “In Progress”

The screenshot shows the IET website's user interface. At the top, there is a navigation bar with 'The IET for you' and 'Contact us' links. Below this is a main menu with categories: Membership (Career development & professional registration), Resources (Library, archives, bookshop, publications & factfiles), Get Involved (Communities, sectors, volunteers & discussion forums), Events (Conferences, seminars, courses, lectures & visits), and Policy & Media (Thought leadership, media centre & public affairs). The user is logged in, as indicated by 'Welcome' and 'My IET' in the top right.

The main content area is titled 'Home > My IET'. It features a 'Share this page' link and a set of tabs for navigation: Activity, Communities, Interests, Public profile, My details, and My account. The 'My account' tab is active, showing sub-tabs for Membership and Books & journals. The Membership sub-tab is selected, displaying a table of orders.

Date	Order number	Order summary	Amount / currency	Payment / status
17 Feb 2014	IEO [redacted]	Membership application	220.48 USD	In progress



6 系统处理成功后，便可以点击下载发票

When payment is processed successfully, receipt can be downloaded

[Home](#) ▶ [My IET](#)

[Share this page](#)[Share |](#)

Activity

Communities

Interests

Public profile

My details

**My account**

**Membership**

Books & journals

Date	Order number	Order summary	Amount / currency	Payment / status
07 Mar 2014	IEO01443240	Membership application	 USD	<a href="#">Download receipt</a>

7 如果系统显示了此页面，此时您将不能进行付款操作，请在3~4小时后重新登录  
If the page is as followed, that means you cannot pay right now, please re-register  
after 3~4 hours

[Home](#) ▶ [myOrder](#)

[Share this page](#) [Share |](#)

## Order Details

**Yun Zhao**

**Order Date: 17-Feb-2014**

**Reference Number: 70718731**

**Order Due: 17-Feb-2014**

**Order Ref: IE001434727**

## Billing Address

No.56 Yuexiu Road  
Jiaxing  
Zhejiang  
314001  
China

## Order Lines

<u>Description</u>	<u>Price (USD)</u>
IET Membership Subscription	148.00
Engineering Council Fees	24.16
<b>IET Connect - Formerly the IET Benevolent Fund</b>	
IET Connect - the IET Benevolent Fund, provides practical, confidential information, advice and financial support to members and their families in need. It is entirely funded by member donations and legacies	
<b>Current Contribution</b>	<input type="text" value="0.00"/>

**Total Due: 220.48 (USD)**

Your order is in the process of being paid and we are waiting for confirmation from the payment system. If you require assistance, please contact the Member and Customer Services team via the [contact us page](#)

In the event of a problem please contact customer services on **+44 (0)1438 765678** our opening hours are 08:00 - 18:00 Monday To Friday  
Alternatively please complete our [online enquiry form](#)