

Tips for Navigating VCC Member's Area

Last Updated: June 17, 2022

Table of Contents

How to Become a VCC Member	2
How to Login into VCC Member's Area	3
How to Pay / Renew Membership	4
How to Make a Donation using Credit Card	5
How to Make a One-time Donation using PayPal	6
How to Make a Recurring Donation using PayPal	7
How to Reset Password	8
How to Change Subscription for VCC Members	10
How to Change Subscription for non-VCC Members	10
How to Change Email Address	10
Known Issues	10

How to Become a VCC Member

1. Go to website: vaccinechoicecanada.com
2. Click the orange **JOIN** button at the top of the Home page
3. On the **Create an Account** page that displays:
 - a) Enter required information (First & Last Name, Email Address, Password).

Note: Street address and phone number are **not** required.

 - b) Click checkbox labelled “**I’m not a robot**”.
 - c) Click the **JOIN** button at bottom of page.
4. A window should pop-up that says “**Registration Success. Your account has been successfully registered.**”
5. Click the orange **LOGIN** button to continue the membership process.
6. On the **My Membership Details** page that displays:
 - a) Click the **Pay for Membership** button



PAY FOR MEMBERSHIP

7. On the **Pay for Membership** page that displays,
 - a) Select the appropriate radio button to specify the type of membership (Individual/Family, Professional, Senior/Student).
 - b) Enter the amount that you would like to pay in the box to the right of the selected membership type. Minimum amounts are indicated.

Pay for Membership

Subscribe to Membership

Amount Information

Please, specify an amount that you want to contribute. Thank you for your contribution. The minimum amount is \$40.

Individual/Family

40.00

Minimum is \$40

- c) Enter required information (First and Last Name, Address, City, Country, State/Province, Postal Code/Zip, Email Address.).

Note: Entry of Title, Company Name, Phone and Mobile numbers is optional.

d) Select payment type **One Time**.

Note: Recurring payments are not recommended for paying membership fees.

e) Select whether payment is via credit card or bank withdrawal.

f) Enter credit card or bank information.

g) Click box labelled **I'm not a robot**.

h) Click the orange **Process** button.

8. The **Membership Renewed** page should display to indicate that the payment has been successfully processed.

9. The registrant should receive an email with Subject Line: "**Your Account with Vaccine Choice Canada**". It confirms that the registrant has created an account with Vaccine Choice Canada.

10. The member should receive three emails:

a) Subject Line: **Your Account with Vaccine Choice Canada**". It confirms that the registrant has created an account with Vaccine Choice Canada.

b) Subject Line: "**We have received your payment**" that confirms the amount of the payment.

c) Subject Line: "**Welcome to Vaccine Choice Canada**" thanks the member for their membership.

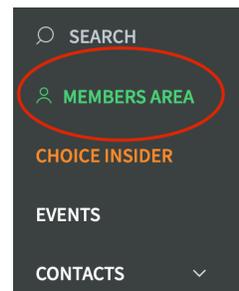
How to Login into VCC Member's Area

1. Go to link: vaccinechoiccanada.com

2. On laptops and desktop computers, the words **MEMBERS AREA** should display in the menu bar at the top of the page. If so, click the words **MEMBERS AREA**.



3. On mobile devices (phones, iPads), the words **MEMBERS AREA** may not be visible. Instead you should see a collapsed menu in the top right-hand corner. If so, click the collapsed menu as seen in the picture on the left below. A pop-up window should display that contains the words **MEMBERS AREA**. Click the words **MEMBERS AREA**.



4. On the **Log In** page that displays:
 - a) Enter email address and password
 - b) Click the orange **SIGN IN** button
5. On the My Profile page that displays, verify that the displayed information is correct.
6. Locate and select the **My membership details** button
7. On the **My Membership Details** page that displays:
 - a) The message “**You are not an active VCC Member. To activate your VCC membership, click the button below**” will display whenever a membership is due for renewal or for new registrants who have not paid for their membership yet.

How to Pay / Renew Membership

1. Go to **My Membership Details** as explained in **How to Login** instructions.
2. Click **Pay for Membership** button
3. On the **Pay for Membership** page that displays,
 - a) Select the appropriate radio button to specify the type of membership (Individual/Family, Professional, Senior/Student).
 - b) Enter the amount that you would like to pay in the box to the right of the selected membership type. Minimum amounts are indicated.

Pay for Membership

Subscribe to Membership

Amount Information

Please, specify an amount that you want to contribute. Thank you for your contribution. The amount entered must be greater than or equal to the amount asked minimum.

Individual/Family

Minimum is \$40

- c) Enter required information (First and Last Name,Address, City, Country, State/Province, Postal Code/Zip, Email Address.).

Note: Entry of Title, Company Name, Phone and Mobile numbers is optional.

- d) Select payment type **One Time**.

Note: Recurring payments are not recommended for paying membership fees.

- e) Select whether payment is via credit card or bank withdrawal.
- f) Enter credit card or bank information.
- g) Click box labelled **I'm not a robot**.
- h) Click the orange **Process** button.

4. The **Membership Renewed** page should display to indicate that the payment has been successfully processed.
5. The member should receive two emails:
 - a) Subject Line: “**We have received your payment**” that confirms the amount of the payment
 - b) Subject Line: “**Welcome to Vaccine Choice Canada**” that thanks the member for their membership

How to Make a Donation using Credit Card

1. Go to link: vaccinechoicecanada.com
2. Click the green **DONATE** button at the top of the page
3. On the **Donation** page that displays:
 - a) Select the appropriate box to specify the type of donation (General, Legal Fund, Public Information).
 - b) Enter the amount that you would like to pay in the box opposite the selected donation type. Minimum amounts are indicated.

Amount Information

<input checked="" type="checkbox"/> General Donation:	<input type="text" value="100.00"/>	Minimum is \$5
<input type="checkbox"/> Legal Fund:	<input type="text"/>	
<input type="checkbox"/> Public Information Campaigns:	<input type="text"/>	

- c) Enter required information (First and Last Name, Address, City, Country, Province/State, Postal Code/Zip, Email Address).

Note: Entry of Title, Company Name, Phone and Mobile numbers is optional.

- d) Select whether payment is **One Time** or **Recurring**. For recurring payments, select the frequency of the scheduled payment, start date and end date.
- e) Select whether payment is via credit card or bank withdrawal.
- f) Enter credit card or bank information.
- g) Click checkbox labelled “**I’m not a robot**”.
- h) Click the orange **Process** button

4. The **Donation Success** page should display to indicate that the payment has been successfully processed.
5. The member should receive two emails:
 - a) Subject Line: “**We have received your payment**” that confirms the amount of the payment
 - b) Subject Line: “**Thank You for Your Donation!**” that thanks the donor

How to Make a One-time Donation using PayPal

1. Go to link: vaccinechoicecanada.com
2. Click the **DONATE** button at the top of the page.
3. On the **Donation Page** that displays:
 - a) Scroll down to the middle of the page past the **Process** button
 - b) Locate and click the yellow **Donate wit PayPal** button to open PayPal.com.



4. On the **Donate to Vaccine Choice Canada** page that displays:
 - a) Click the appropriate box to select the amount of the donation
 - b) Do **not** click the checkbox to the left of the words **Make this a monthly donation**.
 - c) Click the yellow **Donate With PayPal** button

VACCINE CHOICE CANADA

Donate to
Vaccine Choice Canada

I'd like to add \$0.61 to my donation to help offset the cost of processing fees

Make this a monthly donation ?

5. On the **Donate with PayPal** page that displays:
 - a) Enter the email address or mobile phone number used to setup your PayPal account
 - b) Enter the password for your PayPal account
 - c) Click the orange **LOG IN** button

6. On the PayPal **Donate to Vaccine Choice Canada** page that displays:
 - a) Verify that the amount is correct.
 - b) Click the blue **DONATE NOW** button
7. A **Thanks for donating to Vaccine Choice Canada** page should display to indicate that the payment has been successfully processed.
8. The donor should receive an email from PayPal with:
 - a) Subject Line: “**Receipt for your donation to Vaccine Choice Canada**” that confirms the amount of the payment

How to Make a Recurring Donation using PayPal

1. Go to link: vaccinechoicecanada.com
2. Click the green **DONATE** button at the top of the page.
3. On the **Donation Page** that displays:
 - a) Scroll down to the middle of the page past the **Process** button
 - b) Locate and click the yellow **Donate with PayPal** button to open PayPal.com.



4. On the **Donate to Vaccine Choice Canada** page that displays:
 - a) Click the appropriate box to select the amount of the donation
 - b) Click the checkbox to the left of the words **Make this a monthly donation**.
 - c) A warning message will pop-up.
 - d) Click the yellow **Donate With PayPal** button




VACCINE CHOICE CANADA

Donate to
Vaccine Choice Canada

\$10 CAD \$25 CAD \$100 CAD Other

I'd like to add \$0.61 to my donation to help offset the cost of processing fees

Make this a monthly donation ⓘ

ⓘ You'll authorize PayPal to pay Vaccine Choice Canada each month. You can change or cancel a recurring donation anytime in your PayPal account settings.

Don't have PayPal? Sign up easily while entering your payment information.

[Donate with PayPal](#)

[Donate with a Card](#)

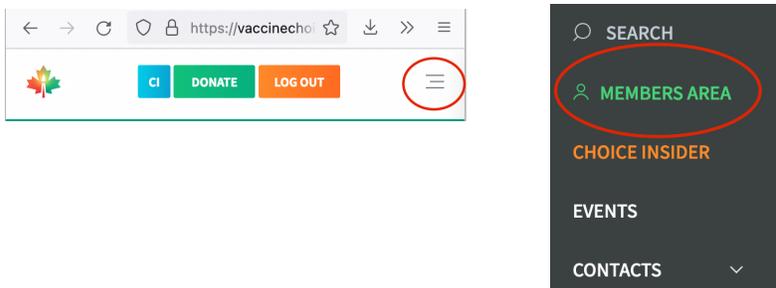
5. On the **Donate with PayPal** page that displays:
 - a) Enter the email address or mobile phone number used to setup your PayPal account
 - b) Enter the password for your PayPal account
 - c) Click **LOG IN** button
6. On the PayPal **Donate to Vaccine Choice Canada** page that displays
 - a) Verify that the amount is correct.
 - b) Click the **Donate Monthly** button
7. A **Thanks for donating to Vaccine Choice Canada** page should display to indicate that the payment has been successfully processed.
8. The donor should receive an email from PayPal with:
 - a) Subject Line: "**Receipt for your donation to Vaccine Choice Canada**" that confirms the amount of the payment

How to Reset Password

1. Go to link: vaccinechoiccanada.com
2. On laptops and desktop computers, the words **MEMBERS AREA** should display in the menu bar at the top of the page. If so, click the words **MEMBERS AREA**.



3. On mobile devices (phones, iPads), the words **MEMBERS AREA** may not be visible. Instead you should see a collapsed menu in the top right-hand corner. If so, click the collapsed menu as seen in the picture on the left below. A pop-up window should display that contains the words **MEMBERS AREA**. Click the words **MEMBERS AREA**.



4. On the **Log In** page that displays:
 - a) Enter email address and password
 - b) Click phrase "**I forgot my password**"

Log In

Email

Password

[I forgot my password](#)

SIGN IN

5. On **Password Recovery** page
 - a) Enter email address used to subscribe to Choice Insider
 - b) Click **SEND** button
6. A window should pop-up that says “**Check Your Email. We have sent you a letter to help you sign in**”
7. The Choice Insider subscriber should receive an email:
 - a) Subject Line: “**Vaccine Choice Canada Password Recovery**” that provides a temporary password and a link to **Log In** page
 - b) Click link in the email to go to the **Log In** page
8. On the **Log In** page that displays:
 - a) Enter email address
 - b) Enter temporary password provided in email
 - c) Click **SIGN IN** button
9. On the **My Profile** page that displays
 - a) Click phrase “**Change Password**”
10. On the **Change Your Password** page that displays:
 - a) Enter temporary password provided in email
 - b) Enter new password twice
 - c) Click **SEND** button
11. A window should pop-up that says “**Change Password Success. Your password has been successfully changed**”. Click **MY PROFILE** button in pop-up window.

Change password success

Your password has been successfully changed.

MY PROFILE

12. On the **My Profile** page that displays:
 - a) Click phrase **Log out** at bottom of page
13. The member should receive an email:
 - a) Subject Line: “**Password to Your VCC Account Has Been Changed**” that notifies the member that their password has been changed.

How to Change Subscription for VCC Members

1. Follow **How to Login to VCC Member's Area** above.
2. On the **My Profile** page that displays,
 - a) Locate and select the **Newsletter Subscriptions** button.



3. On the **Newsletter Subscription** page that displays,
 - a) Select or unselect each checkbox as appropriate
 - b) Click **SAVE CHANGES** button.

Newsletter Subscriptions

- Choice Insider Thursday Edition
- Choice Insider Quarterly Edition
- VCC Special Notices



How to Change Subscription for non-VCC Members

1. Email **info@vaccinechoicecanada.com** with the details of what you would like changed.

How to Change Email Address

1. Email **support@vaccinechoicecanada.com** to request a change to your email address. Please provide old and new email address.

Known Issues

1. The login process makes use of a token. The token is valid for a limited period of time. Whenever a member attempting to log into VCC's website experiences a "spinning circle" it means that the token has expired. Close all open VCC pages and re-attempt to log in.