



Stay **Current**  
Stay **Connected**  
Stay **Certified**

## How to renew your API Membership

Reference: How to renew your API Membership

Effective: November 2020

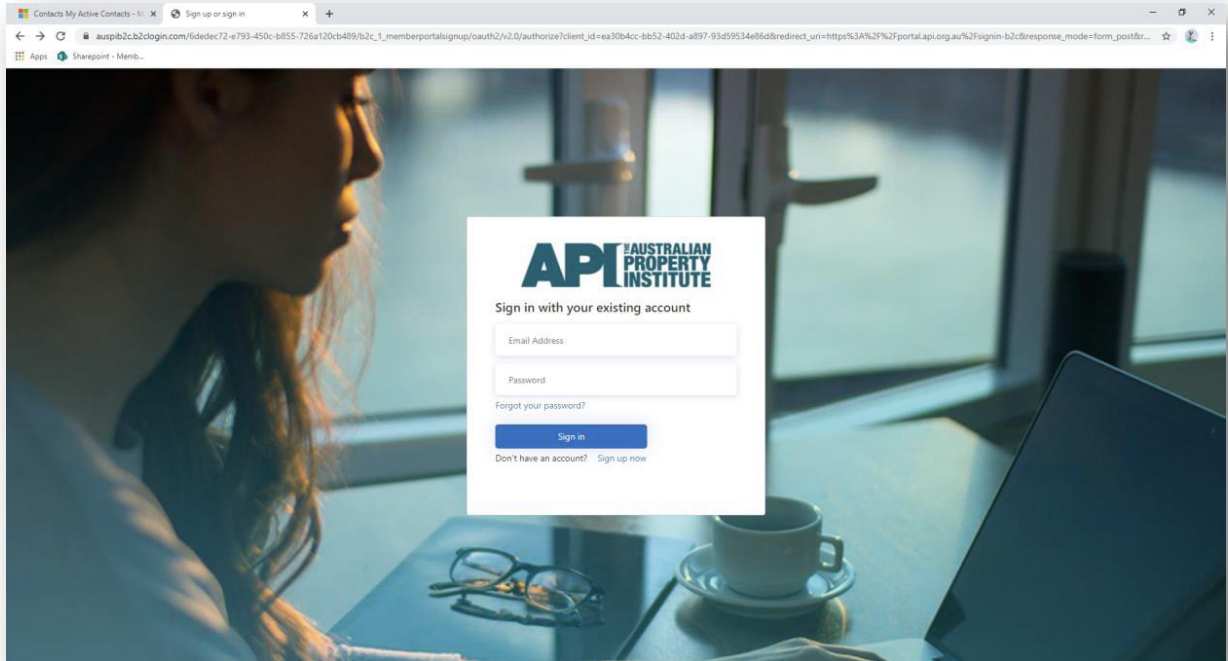
Review: November 2021

Owner: Marketing & Communications

Navigate to <https://portal.api.org.au/>

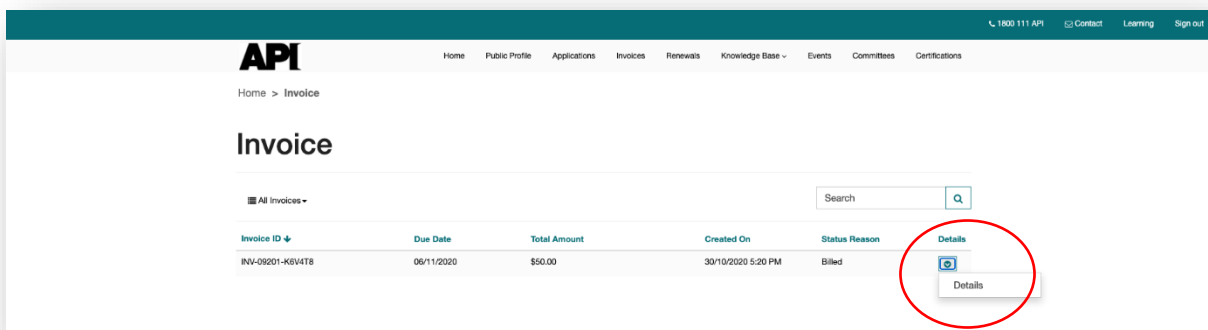
## Login to your account.

If you haven't previously logged in to the NEW API website, follow the instructions at <https://www.api.org.au/logging-in-for-the-first-time/> to set up your account.



## Your 2021 API Membership invoice will be emailed to you, but if you need to access this via your Portal, you can locate this in the Invoices tab.

Your renewals invoice will appear at the top of the list and the Status Reason will show as billed. Click the dropdown arrow at the end of the row and select Details to open your tax invoice.



## You will be redirected to the Invoice

Click the yellow Pay Now button at the top of the screen

The screenshot shows the API website interface. At the top, there is a navigation menu with links: Home, Public Profile, Applications, Invoices, Renewals, Knowledge Base, Events, Committees, and Certifications. Below the navigation, the breadcrumb trail reads "Home > Invoice > Pay Invoice". On the right side, the contact information for API Limited is displayed: ABN: 49 007 505 866, L3, 60 York St, SYDNEY, NSW 2000, and Phone: 1800 111 274. A yellow "Pay Now" button is circled in red. The main content area is titled "Tax Invoice" and contains the following details:

<b>Status Reason</b> Billed	<b>Bill To Address</b> 239 Adelaide Terrace Perth WA 6000 Australia
<b>Invoice ID *</b> INV-18511-X4Z0Z2	<b>Due Date</b> 16/12/2020
<b>Customer *</b> Ankit Sondhi	


  

Product Name	Unit	Price Per Unit	Quantity	Manual Discount	Total Incl. GST	Created On	LMS Item Type	Invoice ID
Associate Membership	Primary Unit	\$754.55	1.0	\$0.00	\$830.01	09/12/2020 12:02 AM		INV-18511-X4Z0Z2

## Enter your credit card details in the new screen

Click the blue Pay Now button to finalise your payment.

**Merchant Details**



**AUSTRALIAN PROPERTY INSTITUTE NATIONAL SECRETARIAT**  
eWAY - your online payment gateway

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**Customer Details**

**First Name** Ankit Sondhi  
**Last Name**  
**Email** ankit.sondhi13@gmail.com  
**Address** 239 Adelaide Terrace  
**City** Perth  
**State/ Province/ Region** WA  
**Postcode** 6000  
**Country**  
**Phone #**

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**Product Invoice Information**

**Purchase Amount** \$830.01 (SAUD)

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**Credit Card Details**

VISA    MASTERCARD    AMERICAN EXPRESS

Card Number

Name on Card

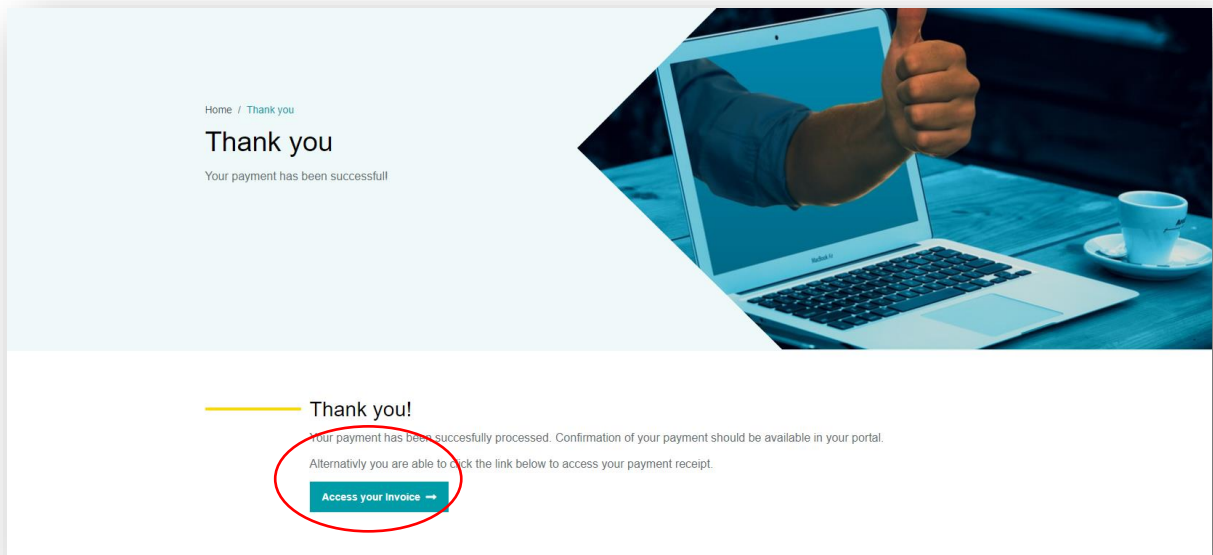
Expiry Date    Month     2020

CCV  Last 3 digits on back of your credit card

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Login with the buttons above to securely remember your credit card details and streamline your next eWAY payment experience.

Once payment is received you will be redirected to the following webpage confirming that your renewal for 2021 is completed.



You can access a copy of your paid invoice by clicking this button, selecting the invoice at the top of the page, select details and the tax invoice will be available. Click Print and save as PDF.