



West Gippsland Landcare Membership Portal STRIPE INSTRUCTIONS

(Version 1.4)

Document history and status

Version 1.3	April 2022	Issued to WGCMA webpage
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Stripe is the system that helps connect credit card payments from the payer to your group's direct bank account. Once you set up Stripe you will not have to regularly check or change details (unless you change the membership fee).

Benefits of Stripe:

- Members can pay instantly via credit card
- Money will be paid directly into the group's bank account approximately every 7 days (the group will receive an email too alerting for the payment)
- Groups can also login into Stripe and see what payment has been paid.
- payments can be automatically debited each year
- [Stripe also will work with Xero](#)

Please forward all Landcare Portal enquiries and requests for assistance to rlc@wgcm.vic.gov.au You can also either of the following WGCMA staff members / super admins directly for support:

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Steps to setting up Stripe

- Create a Stripe account for your group
- Fill in your groups' details (you will need bank details and ABN)
- Copy the 4 codes from Stripe into the membership portal
- Create the membership price in the group settings page in the membership portal

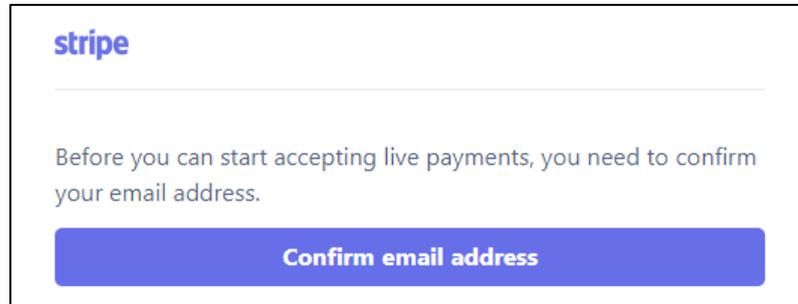
Note: The membership fee stated in a group's Stripe account must match the amount in the group settings page. You must change both to update.

1. Register and activating your account

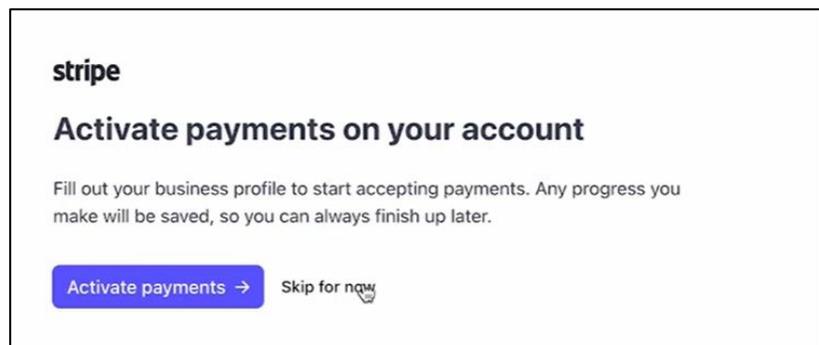
1.1 Register a new account. Go to <https://dashboard.stripe.com/register>.

1.2 Fill out your email, full name and password.

1.3 You will receive an email in your inbox asking to verify your email address and confirm your account via your email. Go to this and collect *Confirm email address*.



1.4 On the next page Click on **Activate payments**



1.5 You will then need to provide Stripe with information to activate your account in order to connect it the system to your bank account. This section will take 5 – 10 minutes to fill out.



1.6 Business Structure.

Enter your group information.

Your type of business is a **Not-For-Profit (NFP)**.

In the business structure choose **if you are incorporated or unincorporated**.

[You can search if your group is incorporated here.](#)

If interested, [Here is information about your Landcare group becoming incorporated.](#)

Tell us about your business

The information Stripe collects about your business helps us meet requirements from regulators, financial partners, and our [Services Agreement](#).

Registered business address

Australia

1 Estuary View

Address line 2

Inverloch

Victoria

3996

Type of business

Not-for-profit (NFP)

Business structure

Unincorporated association

Continue →

1.7 Business details

Add in your legal name and ABN. [You can search your ABN here.](#)

[Information about Landcare GST and ABN can be found here.](#)

Choose industry as **other membership organisations.**

In product description write "Landcare membership"

1.8 Business representative

section fill out the details of a group executive.

1.9 Business executives

section fill out the details of one of your group executives.

Activate your account

Business structure

Business details

Business representative

Business executives

Support details

Bank details

Two-step authentication

Tax calculation

Climate contributions

Summary

Legal business name

Gippsland Intrepid Landcare

The name you provide must exactly match the name associated with your tax ID.

Australian business number (ABN)

Provided **Replace**

Doing business as Optional

Gippsland Intrepid Landcare

Registered business address

Australia

1 Estuary View

Address line 2

Inverloch

Victoria

3996

Business phone number

AU +61 428 619 671

Industry

Other membership organizations

Business website

https://example.com

Product description

Continue →

1.10 Support Details

In the *Statement descriptor* box put in a name to appear on customer bank or credit card statements. This also includes your *Shortened descriptor* which is the shortened version.

Customer support details

This information helps customers recognize your business. Your support information may be visible in payment statements, invoices, and receipts.

Statement descriptor

GI LANDCARE MEMBERSHIP

Shortened descriptor

LANDCARE

Customer support phone number

AU +61 428 619 671

[Continue →](#)

A statement descriptor is the business name a customer will see on their card statements. Choose a name that's at least five characters and easy to recognize to avoid potential chargebacks.

GI LANDCARE MEMBERSHIP	\$340.00
	\$20.00
	\$63.00

1.8 Bank Details

In the following sections enter your bank details.

1.9 Two-step authentication

You can opt-in to two-step authentication via text or email.

1.10 Tax calculation

Your tax calculation is General- services.

1.11 Climate contributions

Click zero

1.12 Summary

Review your details and push submit.

2. Create product

2.1 Once you have done this you will need to create your product.



Click on the *Products* tab and then *Add product*.

2.2 Enter in your membership details

The screenshot shows the 'Add product' form with the following fields and annotations:

- Product details**
 - Name**: Membership Fee Test (Annotated: Name product as your membership)
 - Description**: (Optional)
 - Image**: (Optional) Upload button
- Additional options**: (Collapsed)
- Price information**
 - Pricing details**
 - Pricing model**: Standard pricing
 - Price**: A\$ 25.00 (AUD)
 - Recurring** (Selected) / One time (Annotated: Click recurring)
 - Billing period**: Yearly (Annotated: Click yearly for reoccurring payments)

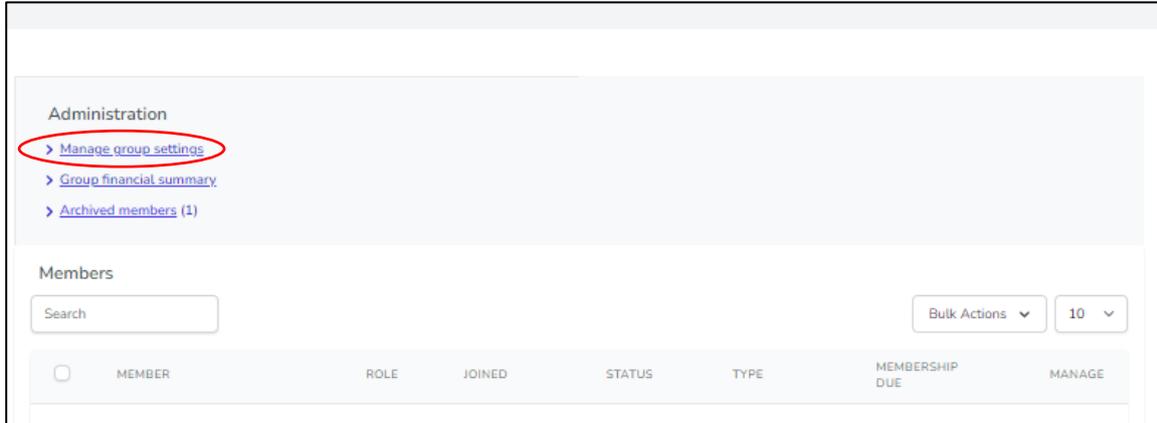
Additional annotations:

- Add in cost of your membership**: Points to the Price field.

3. Enter Stripe information into the Membership portal

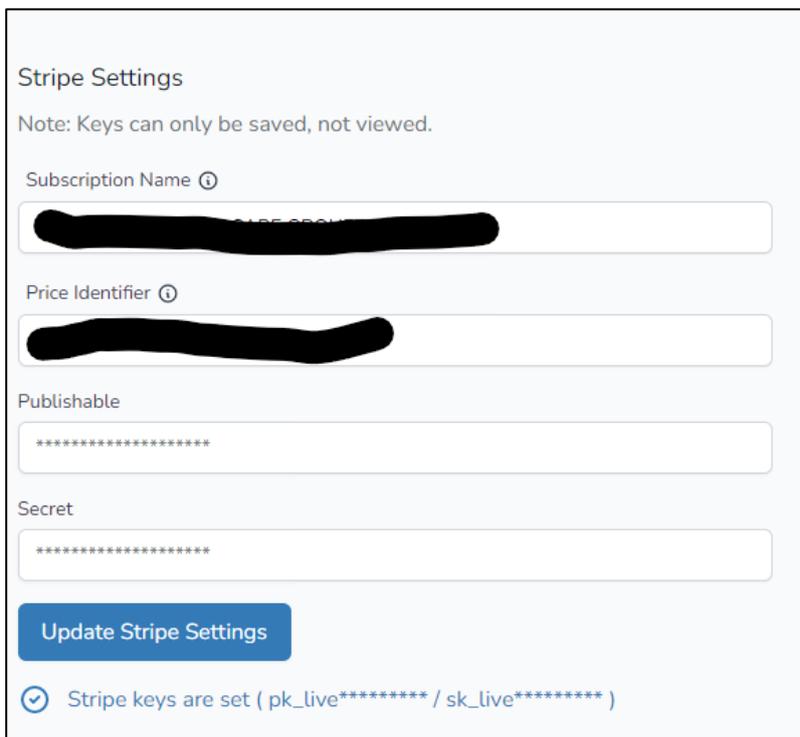
3.1 You will need to paste four bits of information into your group profile.

First, log back into the portal and click *Manage group settings* on your group's homepage.



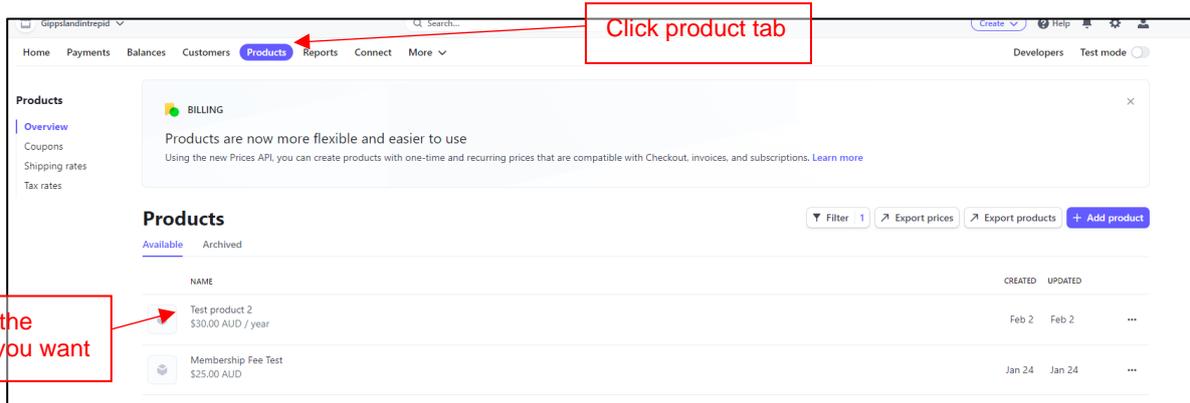
3.2 Scroll down until you see the Stripe information. There are 4 codes to enter:

- Subscription Name (this must be the same as the “Product” in stripe)
- Price Identifier
- Publishable
- Secret

A screenshot of the 'Stripe Settings' form. The title is 'Stripe Settings'. Below the title is a note: 'Note: Keys can only be saved, not viewed.' There are four input fields: 'Subscription Name' (with a help icon), 'Price Identifier' (with a help icon), 'Publishable', and 'Secret'. Each of these four fields contains a blacked-out value. At the bottom of the form is a blue button labeled 'Update Stripe Settings'. Below the button is a status message: 'Stripe keys are set (pk_live***** / sk_live*****)' with a checkmark icon.

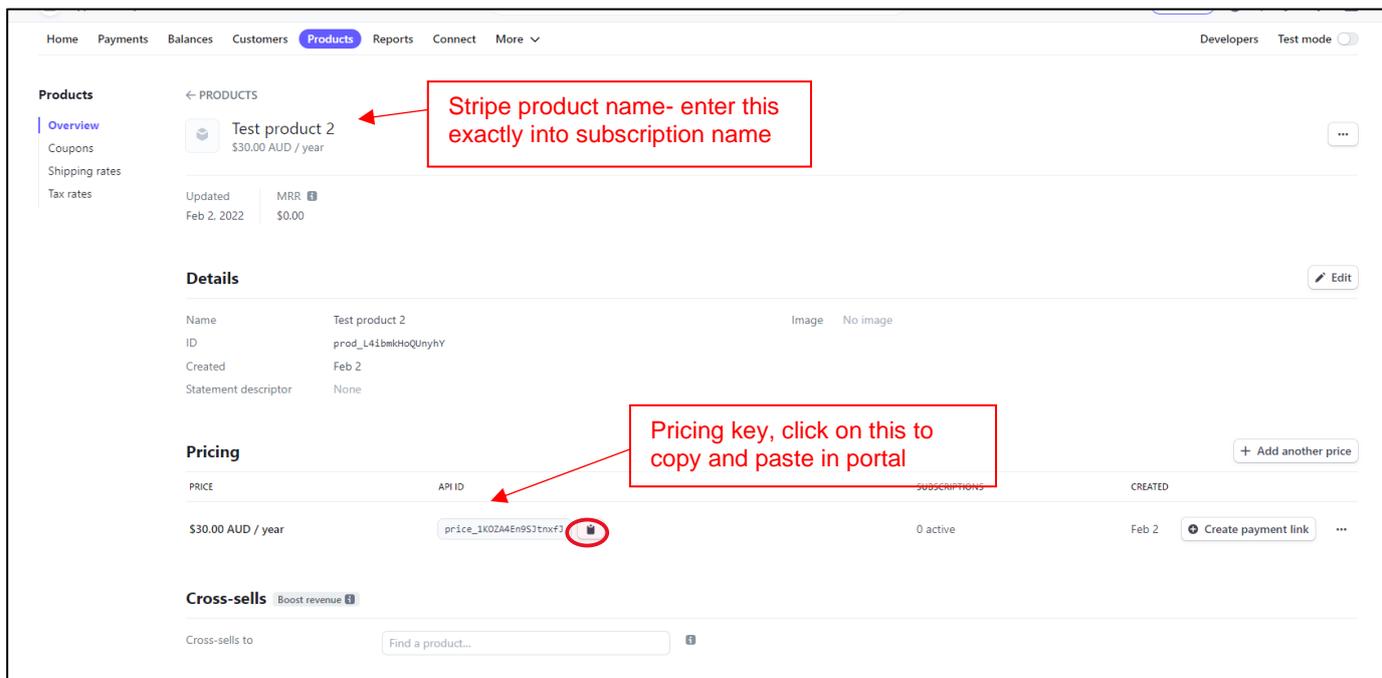
Now go back to Stripe. You will find having two tabs open helpful for this.

3.3 To find the name of the Subscription Name



Click on products (top left) and then the product you want. Go back to the portal and enter the **product name** in the Subscription Name box. This must match exactly.

3.5 To find and paste the pricing key



Now, copy the code in the pricing section (under API ID) by clicking on the black copy symbol.

Paste this into the price identifier box in the portal.

3.4 Find the publishable key

The screenshot shows the Stripe 'API keys' page. A red box labeled 'Click on developer's tab' points to the 'Developers' button in the top right. Another red box labeled 'Click on API keys' points to the 'API keys' link in the left sidebar. A third red box labeled 'Click on publishable key code to copy and secret key to copy. Enter into your membership portal.' points to the long alphanumeric code for the 'Publishable key' in the 'Standard keys' table.

NAME	TOKEN	LAST USED	CREATED
Publishable key	pk_live_0BxoU5Jvjn0nCZ7oIheu7BuB00HCukEYeS	—	Jul 16, 2019
Secret key	<input type="text" value="sk_live_..."/>	—	Jul 16, 2019

To find the publishable key click > Developers (top right) > API keys > then copy by simply clicking on the long code
Paste the publishable key into the “Publishable Key” section in the portal

3.4 Find the secret key

This screenshot is identical to the one above, showing the Stripe 'API keys' page. The red box labeled 'Click on publishable key code to copy and secret key to copy. Enter into your membership portal.' now points to the 'Reveal live key' button in the 'Secret key' row of the 'Standard keys' table.

NAME	TOKEN	LAST USED	CREATED
Publishable key	pk_live_0BxoU5Jvjn0nCZ7oIheu7BuB00HCukEYeS	—	Jul 16, 2019
Secret key	<input type="text" value="sk_live_..."/>	—	Jul 16, 2019

To find the secret key, click on the “Reveal secret key” This will copy the code.
Paste the publishable key into the “Publishable Key” section in the “Secret” box in the portal

4. Creating your membership price in the portal

4.1 Once you have updated the Stripe settings, you can add in your group membership fee into the portal. This must match.

Go to group settings and select new Price. Select the year and the price.

Group settings for Corner Inlet Landcare Group

General

Name
Corner Inlet Landcare Group

Email
cornerinlet@group.sglh.net.au

Logo
Corner Inlet
Choose File

Update

Membership Pricing

YEAR	PRICE (\$AUD)	MANAGE
2022	35.00	 

Showing 1 results

+ New Price

Change fee

Add a fee e.g. For next year

Stripe Settings

Note: Keys can only be saved, not viewed.

Subscription Name
CORNER INLET LANDCARE GROUP MEMBERSHIP

Price Identifier
price_1KWZQMLL8KXZgHD3ct6lFwzX

Publishable

Secret

Update Stripe Settings

Stripe keys are set (pk_live***** / sk_live*****)