



West Gippsland Landcare Membership Portal STRIPE INSTRUCTIONS

(Version 1.5)

Document history and status

Version 1.3	April 2022	Issued to WGCMA webpage
Version 1.4	April 2022	Issued to WGCMA webpage
Version 1.5	December 2022	Small changes – WGCMA personal emails deleted

Please forward all Landcare Portal enquiries and requests for assistance to your Landcare network staff member or to rlc@wgcma.vic.gov.au

Contents

Introduction	2
Steps to setting up Stripe:	2
How to register and activate your account.....	3
Business Structure tab:	4
Business details tab:.....	5
Business representative tab:	6
Business executives tab:	6
Support Details tab:.....	6
Bank Details tab:	6
Two-step authentication tab:.....	6
Tax calculation tab:.....	6
Climate contributions tab:	6
Summary tab:.....	7
Create product	7
Enter Stripe information into the Membership portal.....	8
Subscription name:.....	8

Pricing key/identifier:	9
Publishable key:	9
Secret key:	10
Creating your membership price in the portal.....	10
Receiving emails alerting to payments – and how to stop them	11
Helpful information:	11

Introduction

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 your 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 alerting them about the payment)
- Groups can also login into Stripe and see what payment has been paid.
- Membership payments can be automatically debited each year
[Stripe also will work with Xero](#)

Please note that there is a fee for using the Stripe service. At the time of writing this fee was 1.75% plus 30 cents per transaction. Current fees can be found on the pricing section of the Stripe website: [Pricing & fees | Stripe | Australia](#)

Steps to setting up Stripe:

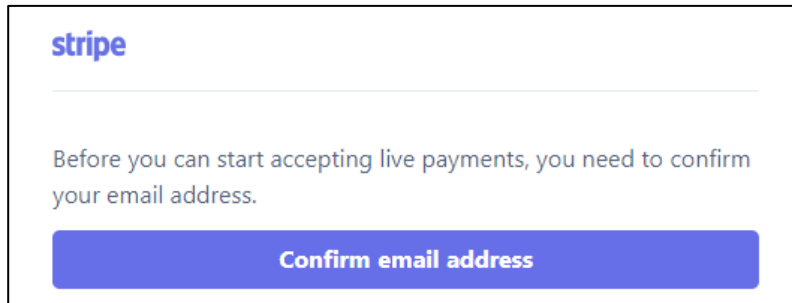
- Create a Stripe account for your group
- Fill in your groups’ details (you will need bank details and ABN)
- Copy the 4 codes from Stripe into the membership portal.
- Create the membership price in the group settings page in the membership portal.
This price must *always* match the price in the group’s stripe account.

How to register and activate your account

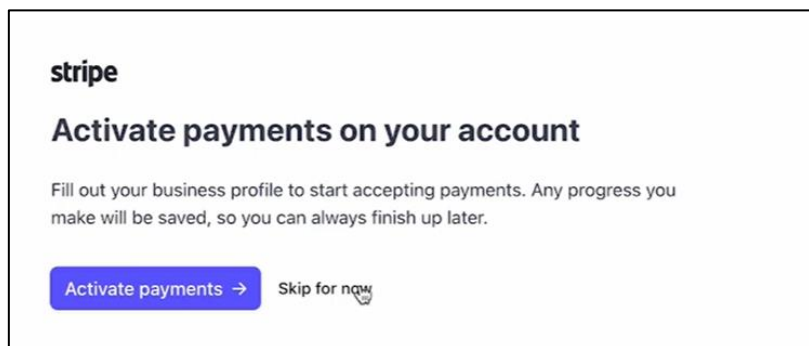
Register a new account. Go to <https://dashboard.stripe.com/register>.

Fill out your email, full name and password.

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 click *Confirm email address*.



On the next page Click on *Activate payments*



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.



Business Structure tab:

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 →

Business details tab:

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”

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 →

Business representative tab:

Fill out the details of a group executive.

Business executives tab:

Fill out the details of one of your group executives.

Support Details tab:

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 →](#)

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

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.

Bank Details tab:

In the following sections enter your bank details.

Two-step authentication tab:

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

Tax calculation tab:

Your tax calculation is General- services.

Climate contributions tab:

Click zero

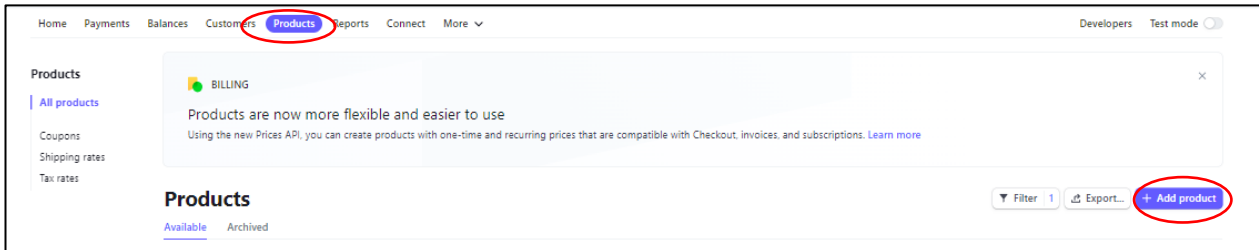
Summary tab:

Review your details and push submit.

Create product

Once you have done the above steps you will need to create your product.

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



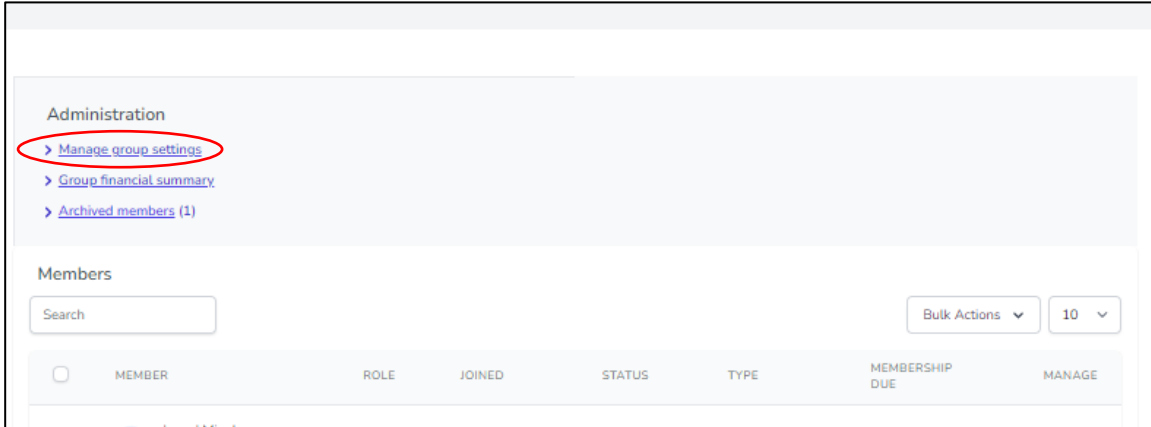
Enter in your membership details

A screenshot of the 'Product details' form in the Shopify admin. The form is divided into several sections: 'Product details', 'Price information', and 'Pricing details'. The 'Product details' section includes a 'Name' field with the text 'Membership Fee Test' and an 'Image' field with an 'Upload' button. The 'Price information' section includes a 'Pricing model' dropdown set to 'Standard pricing', a 'Price' field set to 'A\$ 25.00', and a 'Billing period' dropdown set to 'Yearly'. The 'Pricing details' section includes a 'Recurring' button and a 'One time' button. Red arrows point from text boxes to these fields: 'Name product as your membership' points to the Name field; 'Click recurring' points to the Recurring button; 'Add in cost of your membership' points to the Price field; and 'Click yearly for reoccurring payments' points to the Billing period dropdown.

Enter Stripe information into the Membership portal

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

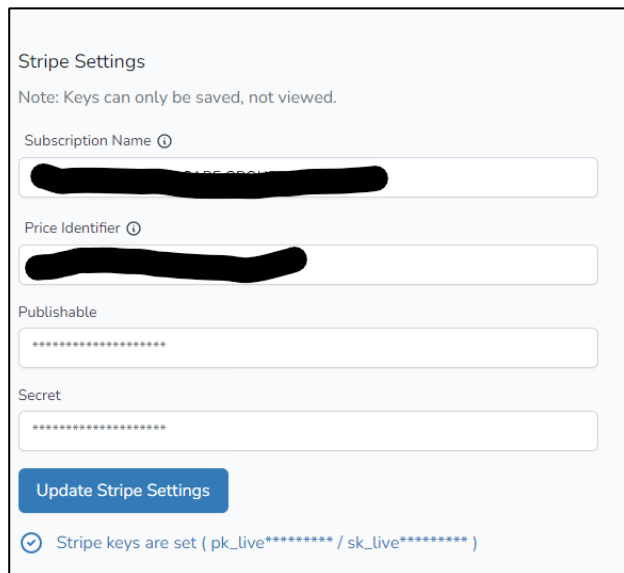
First, log back into the portal and click *Manage group settings* on your group's homepage.



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

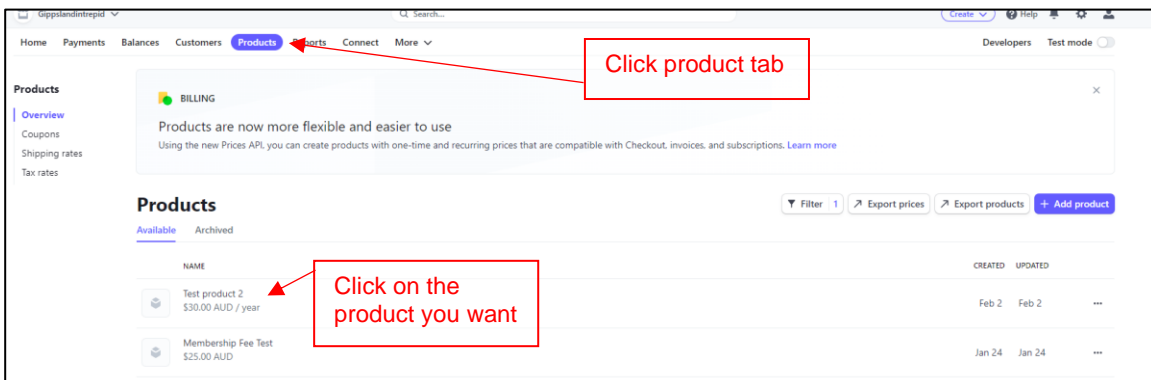
- Subscription Name (this must be the same as the "Product" in stripe)
- Price Identifier
- Publishable
- Secret

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



Subscription name:

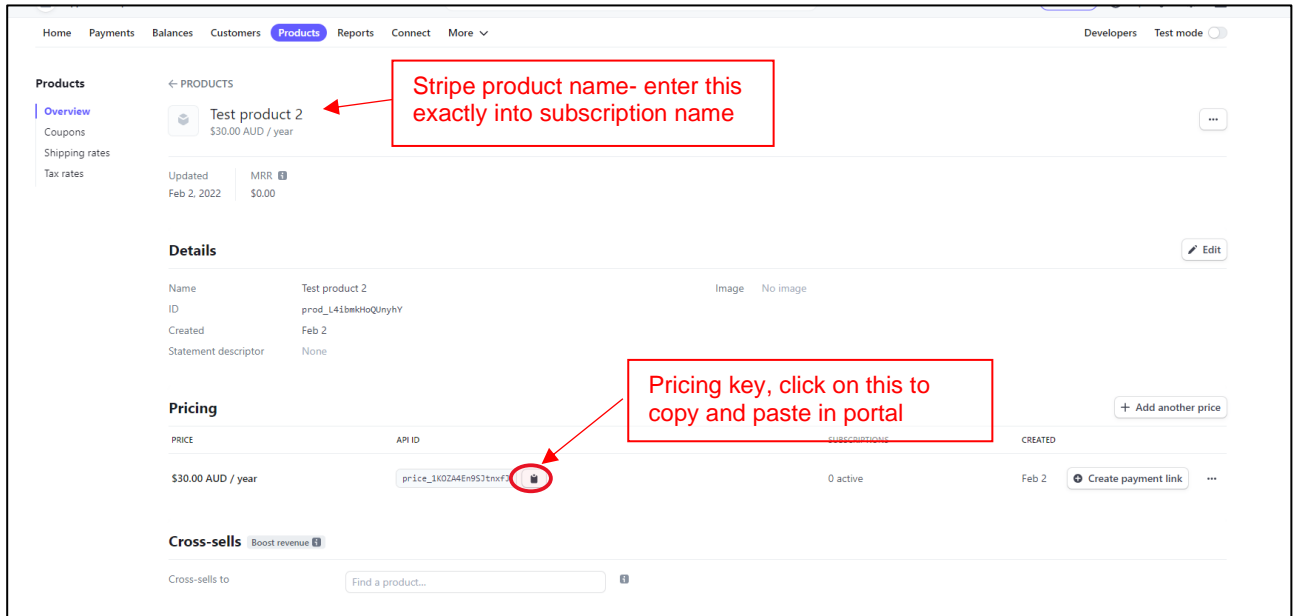
To find the name of the Subscription Name, open the Products tab and click on the 'Product' for your membership fee.



Go back to the Landcare portal and enter the *product name* in the Subscription Name box. This must match exactly.

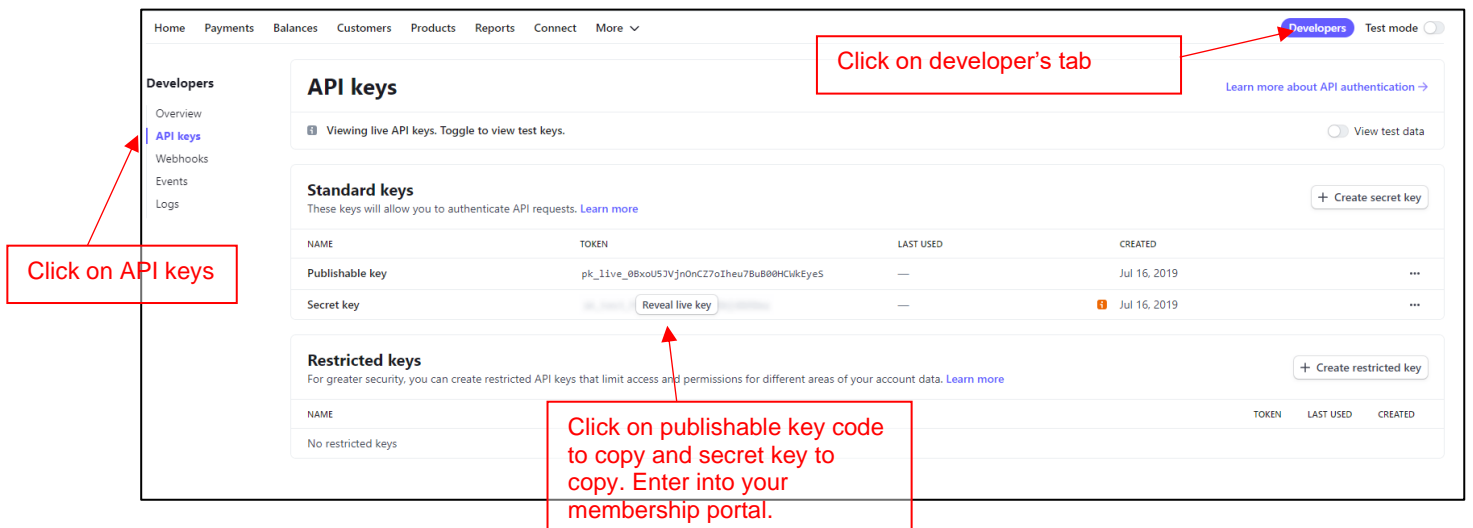
Pricing key/identifier:

To find and paste the pricing key 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.



Publishable key:

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



Secret key:

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.

The screenshot shows the Stripe Developers 'API keys' page. A red box labeled 'Click on developer's tab' points to the 'Developers' tab in the top right. A red box labeled 'Click on API keys' points to the 'API keys' link in the left sidebar. A red box labeled 'Click on publishable key code to copy and secret key to copy. Enter into your membership portal.' points to the 'Reveal live key' button next to the 'Secret key' row in the table.

NAME	TOKEN	LAST USED	CREATED
Publishable key	pk_live_08xou57vjn0nCZ7oIheu7BuB00HCukEyeS	---	Jul 16, 2019
Secret key	sk_live_*****	---	Jul 16, 2019

NOTE: If you are a Landcare Network Administrator using the same stripe account for several groups, please ensure each group has a different secret key input into the Portal.

Creating your membership price in the portal

Once you have updated the Stripe settings, you can add in your group membership fee into the portal. **This must match** so if you update your membership price in the portal, you must go back into Stripe to update this as well.

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

The screenshot shows the 'Group settings for Corner Inlet Landcare Group' page. The 'Membership Pricing' section contains a table with one row for the year 2022 and a price of 35.00. A red box labeled 'Change fee' points to the edit icon in the 'MANAGE' column. A red box labeled 'Add a fee e.g. For next year' points to the '+ New Price' button. The 'Stripe Settings' section includes fields for 'Subscription Name' (CORNER INLET LANDCARE GROUP MEMBERSHIP), 'Price Identifier' (price_1KWZQMLLBKXZgHD3ct6IFwzX), and 'Secret'.

YEAR	PRICE (SAUD)	MANAGE
2022	35.00	[Edit] [Delete]

Receiving emails alerting to payments – and how to stop them

Stripe will automatically begin sending you emails letting you know when payment will be made into your bank account. You can select the link on this email to get more information about the payment.


To change the types of emails you would like to receive from Stripe go to <https://dashboard.stripe.com/settings/user>

stripe

Congratulations!

A payout for A\$7.56 is on its way to the bank account for Gippsland Intrepid Landcare.

We expect your funds to arrive before the end of the day on May 11, 2022.

The Stripe Payout ID for this payout is  which can be found in your [Stripe Dashboard](#).

[Review details about your payout](#)

If you'd prefer not to receive this email, you can unsubscribe by deselecting "Payouts" from your [email preferences](#).

You can find answers to the most common questions about payouts in our [payouts support article](#). If you can't find the answer to your question on our support page, get in touch with us at [support.stripe.com](mailto:support@stripe.com). We're here to help you at any step along the way.

Sincerely,
The Stripe team

Helpful information:

[Stripe Secret Key Live Not Entered Correctly - YouTube](#)

[Stripe Support Help page](#)