

# Retrieving Membership Payment Status

## Obtaining your Membership Proof of Payment

A copy of your paid SFMCA Membership Tax Invoice is required by your QA Manager (who will need a copy for their FeedSafe Audit).

The annual membership renewal invitation emails (sent out to the company's main contact and/or accounts dept, in the applicable financial year) have a green PAY NOW button. When the PAY NOW button is clicked, the membership Tax Invoice may be viewed and paid online.

After payment has been made, this same PAY NOW link on the original email may be used to obtain your proof of payment (closed Tax Invoice with a zero balance).

- If paying by credit card online, the proof of payment will be available in real time.
- If paying by bank transfer, the receipt will be available once the payment has been seen in the SFMCA bank account and manually applied to the invoice by SFMCA Administration Staff and may take several days to be updated.

### To print the proof of payment to confirm membership:

1. Open the original email sent with your invoice.
2. Click the PAY NOW button
3. Check the invoice has a zero balance
4. Save a pdf of the Tax Invoice and provide to your QA Department

If there are any issues retrieving the paid proof of membership, contact SFMCA at [contact@sfmca.com.au](mailto:contact@sfmca.com.au).