

SDSURA On-Line Payment Step by Step Instruction Guide New Members Only

Step 1

- Go to the website referenced in your membership packet. This site is sponsored by the Alumni Association so there may be information at the top/bottom of the screen that does not apply to you.

Step 2 - Select “Begin” Button

Step 3 – Update Information

- Complete Information for Member 1 (typically the retiree). Any field with an * is required.
- If you have an additional household member (partner/spouse, complete the information for Member 2. If Member 2 information in the Review Dues/Membership Information Form is correct, then you don't need to input anything here.
- Mailing Information. Any field with an * needs is required.
- Complete Opt-In Information Section. These selections will notify the Association if you would like to be one of our Volunteers and how you want your information listed in the Directory. There is also a permission option for photos taken at SDSURA Events. After this is completed, select “Next”.
- If you are already part of the SDSU Alumni database, a screen may display that says there is a profile existing. If your name matches, then you can say yes and continue. If there is not a match, the system will say it is creating a profile and then you will continue to the next page. The match is based on the email of the first member.

Step 4 - Optional Donations

- This next form is for optional donations:
 - If you do not wish to donate, select “Save and Continue.” Your information is now saved. You should receive an email confirmation.
 - If you would like to donate to one of the Scholarship programs, select the “Designations” button. A window will pop-up with 2 choices (SDSU Retirement Association Scholarship and

SDSU Retirement Association Scholarship Endowment). You may select one or both and select “Continue.”

- You will be taken back to the Scholarship donation screen where you will input the amount(s) you would like to donate. You also have several options of when you would like to give the scholarship. If there are no other changes, select “Save and Continue.”

Step 5 – Billing and Payment

- This next form is billing/payment. Any field with an * is required. The amount includes your optional donation. Select “Next” to review the information. If the information is correct, select “Submit” to complete the transaction.
- You will receive an email when the transaction is successful.

Questions?

- If you have any questions, please contact Kimberlee Reilly at 619.244.2952.