

**THIS METHOD HAS BEEN TESTED BY ME PERSONALLY AND WORKS 100%**

1. Go to [www.teesheet.co.za](http://www.teesheet.co.za) and sign in. Choose Westlake golf club, your id number and your password – if you cannot remember your password, click on “send me my password” and it will be emailed to the address that is linked to your profile.

Member Sign In

Westlake Golf Club

SA ID/ Passport Nr.  
7602040216083

Password  
....

Sign In Send me my Password

2. The member functions table will show up on your page on the right-hand side. If you click on “View spending accounts statement” it will show you your last 20 transactions on your spending account.

Member Functions

View Member Details
View Club Account Statement
View Spending Account Statement
Credit Card-enabled Transactions <b>New</b>
View Club Tee Sheet
List All Future Bookings
Buddy List
Change Password
Log Off

The available balance will be showing on the top left.

Account Balance: R202.18 Credit

LAST 20 TRANSACTIONS

Account Number: 011293

3. To make a payment to your spending account, click on “credit card-enabled transactions”

### Member Functions

- View Member Details
- View Club Account Statement
- View Spending Account Statement
- Credit Card-enabled Transactions **Active**
- View Club Tee Sheet
- List All Future Bookings
- Buddy List
- Change Password
- Log Off

4. Click on the block next to spending account to enter the amount you want to top up with. Make sure it's next to your spending account and NOT next to the membership account. Click on proceed.

**PAY WITH YOUR CREDIT CARD**

#### Membership Account Payment

Account Balance	0.00
Subs Proforma Invoices	0.00
<b>Total Owed to the club</b>	<b>0.00</b>

Amount to deposit: R0.00

Proceed ->

#### Spending Account Payment

Account Balance	-102.18
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Proceed ->

5. Confirm the amount and click on “Pay securely using your credit card”

## Confirm Payment Amount

You are depositing R 100 into your **Spending account**.

Clicking "Pay Securely Using your Credit Card", will redirect you to the MyGate credit card secure payment page.

Upon completion of the transaction, you will arrive back here on your profile.

Pay Securely using your Credit Card

6. Type in your credit card details and email address and pay.

**Credit Card Details**

**Payment Amount: ZAR100**

**Card Number:**

**Expiration Date:**  
01 ▼ 2020 ▼

**Card Holders Name:**

**CVV Number:**  
 The last 3 digits of the back of the Card

**Confirmation Email (Optional):**

This is a Wirecard Secure Transaction **wirecard**

## Payment Successful

Your payment has been received. You will shortly receive an email confirmation as well.

7. Once payment is successful, you can click on “view spending account” again and you will see that your balance is updated immediately.