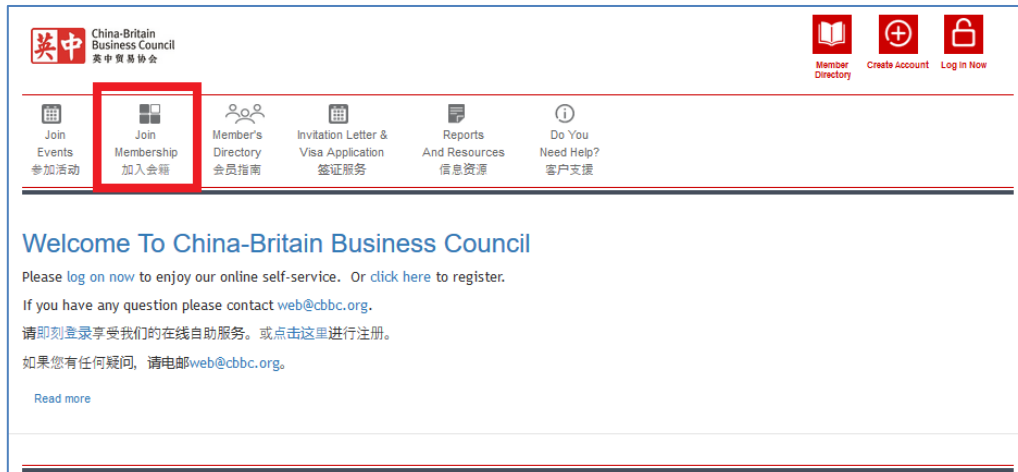
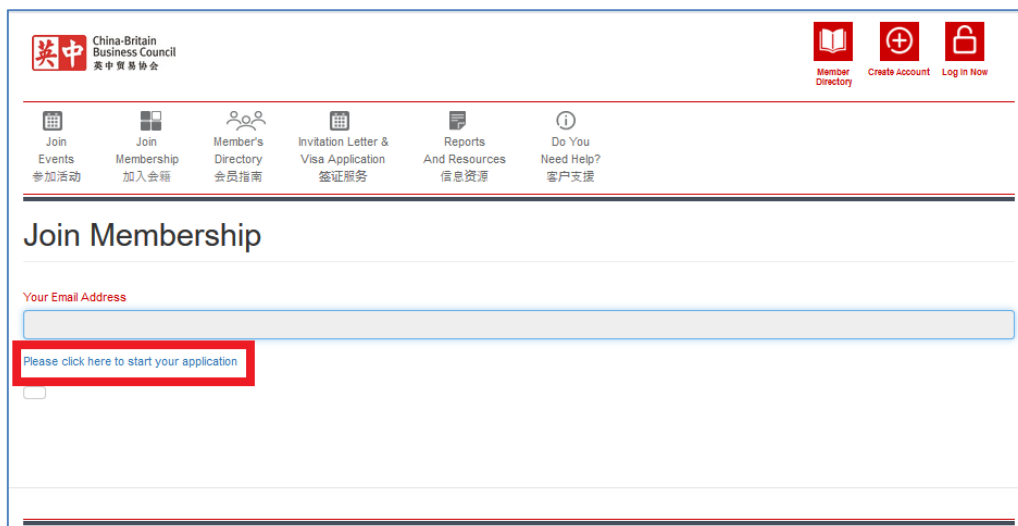


Membership Application

1. Open a browser (ideally Mozilla Firefox or Google Chrome) and then go to <http://portal.cbcc.org>
2. Click **“Join Membership”**.



3. If you're not logged in to civi, membership page looks like the print screen below. Click the link **“Please click here to start your application”**. Then proceed to No. 4.



If you're logged in to **civi**, membership page looks like the print screen below. Click the link "**click here to apply our membership**". Then proceed to No. 6.

The screenshot shows the 'Customer Area' of the China-Britain Business Council website. At the top left is the logo and name 'China-Britain Business Council' with Chinese characters '英中貿易協會'. At the top right are links for 'My account' and 'Log out'. Below the header is a navigation bar with icons and labels for 'Join Events', 'Join Membership', 'Member's Directory', 'Invitation Letter & Visa Application', 'Reports And Resources', and 'Do You Need Help?'. The main heading is 'Join Membership'. Below this is a form with a label 'Your Email Address' and a text input field containing 'user.test@cbbc.org'. A message asks if this is the correct email address, with a link 'click here to apply our membership' highlighted by a red box. There is also an unchecked checkbox below the link.

4. Type in your email address and click "**Continue**".

The screenshot shows the 'Have you registered?' page. At the top left is the logo and name 'China-Britain Business Council' with Chinese characters '英中貿易協會'. At the top right are icons for 'Member Directory', 'Create Account', and 'Log In Now'. Below the header is a navigation bar with icons and labels for 'Join Events', 'Join Membership', 'Member's Directory', 'Invitation Letter & Visa Application', 'Reports And Resources', and 'Do You Need Help?'. The main heading is 'Have you registered?'. Below this is a message: 'Hello. Please enter your email address below so we can check if you are already registered with CBBC.' There is a form with a label 'Your Email Address*' and an empty text input field. Below the input field is a blue button labeled 'Continue', which is highlighted by a red box.

5. If the system detects that you are registered user, click **“Please click here to sign up for a new membership”** link. Then proceed to step no. 6.

The screenshot shows the top navigation bar of the China-Britain Business Council website. The header includes the logo and name in Chinese and English, and three main navigation icons: Member Directory, Create Account, and Log In Now. Below the header is a secondary navigation bar with icons and text for: Join Events (参加活动), Join Membership (加入会籍), Member's Directory (会员指南), Reports And Resources (信息资源), and Do You Need Help? (客户支援). The main content area is titled "Have you registered?". It contains a message: "Hello. Please enter your email address below so we can check if you are already registered with CBBC." Below this is a text input field labeled "Your Email Address*" containing the email "user.test@cbbc.org". A blue "Continue" button is positioned below the input field. The text "Yes we can find you" is followed by a red-bordered link: "Please click here to sign up for a new membership." Below this, there is a link: "Or log in here to register our events."

Otherwise if the system is unable to find your username or email address, click **“Please click here to register”** link to create an account (**Please refer to the Customer registration guide document**).

The screenshot shows the same registration page as above, but with a different email address "user.tst1@cbbc.org" entered in the "Your Email Address*" field. The "Continue" button is still present. The text "It seems you have not registered" is followed by a red-bordered link: "Please click here to register". The secondary navigation bar now includes an additional icon and text: "Invitation Letter & Visa Application (签证服务)".

6. You are now on the online registration page. Please fill in the information, tick the consent box and click “**Submit**”.

The screenshot shows the 'New Membership' registration page. At the top, there is a navigation bar with the China-Britain Business Council logo and icons for Member Directory, Create Account, and Log In Now. Below this is a secondary navigation bar with icons and text for Join Events, Join Membership, Member's Directory, Reports And Resources, and Do You Need Help?. The main content area is titled 'New Membership' and contains the following form fields:

- Your email address:** A text input field containing 'user.test@cbbc.org'.
- Member Company Name *:** A text input field.
- Turnover *:** A text input field with a placeholder 'Please enter the full figure in GBP or RMB e.g. GBP400M/RMB4B'.
- Member Company Website *:** A text input field.
- Membership Type *:** A dropdown menu showing '- Select -'.
- Payment Preference:** A checkbox labeled 'Please tick the below box if you prefer to pay in RMB' with the text 'Yes' next to it.
- Member directory:** A dropdown menu showing 'Show company name only'.
- Member Company Business Sector *:** A dropdown menu showing '- Select -'.
- Invoice Recipient Name:** A text input field.
- Invoice Recipient Email Address:** A text input field.
- Main Contact Name:** A text input field.
- Main Contact Email Address:** A text input field.
- Tell us more about your organisation's needs and how we can help.:** A large text area.
- Submit:** A blue button with white text, highlighted with a red box.

7. After completing the registration, you will receive a confirmation email and a member of staff will contact you shortly.