



## Member Login and Payment Instructions

RCBC is using a new platform called Membership Works for managing our members. We're finding it quite easy to use, and we hope you do too!

The first time you use this system to make a payment, you'll have to request a new password before you log in.

1. Follow this link: <https://rcbc.ca/manage-account> and you'll see this page.



Sign in here to access your member profile, make membership payments, and update your information.

If this is your first time accessing this member sign-in, please request a password using the "Request Password" option.

Thank you for being a member!

**Sign In**  
with your email and password.

Email  Required

Password  Required

**Request Password**  
We will email you a new password so you can access your account.

(604) 683-6009

rcbc@rcbc.ca

www.rcbc.ca

#10-119 West Pender St.  
Vancouver, BC V6B 1S5  
Canada



2. Click on the radio button for “Request Password”



Sign in here to access your member profile, make membership payments, and update your information.

If this is your first time accessing this member sign-in, please request a password using the “Request Password” option.

Thank you for being a member!

Sign In  
with your email and password.

Request Password  
We will email you a new password so you can access your account.

Email  Required

3. Enter your email address in the Email field. Note that this has to be the email address we’re using for your account; it has to be the email address at which you received your notification. If you need to change that email address, please be in touch at [members@rcbc.ca](mailto:members@rcbc.ca). Click the Request Password button.



Sign in here to access your member profile, make membership payments, and update your information.

If this is your first time accessing this member sign-in, please request a password using the “Request Password” option.

Thank you for being a member!

An email with your new password is on its way!  
If you do not receive the email within a few minutes please check your spam folder.

Email  Required

Password  Required

5. You will soon receive an email message with your password.



Your sign-in for Recycling Council of British Columbia Inbox x



Recycling Council of BC

3:31 PM (1 minute ago) ☆ ↶ ⋮

Hello! Here is the password you requested for your member account with the Recycling Council of BC:

██████████

If you need any help with your account, please do not hesitate to contact us.

<https://rcbc.ca>

Powered by MembershipWorks

6. Go back to the login tab you left open. Copy and paste the password into the Password field. Click the Sign In button.
7. The first page shows your contact information and payment options.

☎ (604) 683-6009

✉ rcbc@rcbc.ca

🌐 www.rcbc.ca

📍 #10-119 West Pender St.  
Vancouver, BC V6B 1S5  
Canada



- About
- Profile
- Additional
- Deal
- History
- Sign Out

Organization name

Name

Contact Person

Address

Email

Phone

Fax

Website

Password [Change](#)

**test**

- Test - manual**  
\$1 / year  
\$1 to renew for period through Apr 1, 2025  
Please keep an eye on your email for your invoice!
- Test - online**  
\$1 / year
- Test - Automatic Recurring**  
\$1 / year

8. You now have three options. You can pay manually (by cheque or with a credit card over the phone) or you can pay online. You can also pay online and have your credit card information stored for automatic billing in the future; this is called Automatic Recurring.



9. If you'd like to pay using a credit card online, click the radio button next to the Online option. The credit card form appears. Simply fill out the required information and click the Save and Continue button. Note that our payments are processed securely using Stripe and that you will immediately receive a receipt via email.

**test**

**Test - manual**  
\$1 / year

**Test - online**  
\$1 / year  
\$1 to renew for period through Apr 1, 2025

**Test - Automatic Recurring**  
\$1 / year

Name on card

Billing address

Credit/debit card

10. If you'd like to pay manually, click the radio button next to the Manual option. If you need an invoice for processing purposes, click on the radio button next to "Email me an invoice for payment." Click the Save and Continue button.



test

**Test - manual**  
 \$1 / year  
 \$1 to renew for period through Apr 1, 2025

Please keep an eye on your email for your invoice!

**Test - online**  
 \$1 / year

**Test - Automatic Recurring**  
 \$1 / year

Email me an invoice for payment

11. The tab will show you the invoice (and send via email if requested). You can print it if necessary. Follow the instructions on the invoice in order to pay. If you have any questions, please email [members@rcbc.ca](mailto:members@rcbc.ca).

test  
Membership expires on Apr 1, 2024

**Invoices**

Date	Description	Amount	Status
Jan 25, 2024	Invoice #10001	\$1	Open

**1 invoice selected, total \$1**

Name on card: Test Member 3  
 Billing address:   
 City, state/province, postal code:   
 Credit/debit card: Card number MM /

**Recycling Council of British Columbia**

Bill to:  
Test Member 3  
jhelman@rcbc.ca

**Invoice**  
Date: Jan 25, 2024  
Invoice #10001

Item	Qty	Price	Subtotal
test - Test - manual Apr 1, 2024 - Apr 1, 2025	1	\$1.00	\$1.00

Subtotal \$1.00  
Tax \$0.00  
Total \$1.00  
Due \$1.00

[Print](#) [Email](#) [Close](#)

[Save & Continue](#) [Skip](#)



12. Note that you can change your password if you'd rather not keep the default. Click on the Change button next to Password in the top box of the About tab. Enter a new password and click the Save and Continue button.
  
13. If you'd like, you can then enter other information about your organization. For example, you can add or modify information in your Profile. You can also see what activities have taken place in History.
  
14. When you are finished, click on the Sign Out tab.
  
15. If you lose or forget your password, you can follow the same instructions again to request a new password.

Email us at [members@rcbc.ca](mailto:members@rcbc.ca) with any questions. Thanks for your continued support as a member of RCBC!

☎ (604) 683-6009

✉ [rcbc@rcbc.ca](mailto:rcbc@rcbc.ca)

🌐 [www.rcbc.ca](http://www.rcbc.ca)

📍 #10-119 West Pender St.  
Vancouver, BC V6B 1S5  
Canada