

# Paying A Subscription From Subscription Listing

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**Quick Steps: Membership > Financial > Subscriptions > Actions > View Member > Financial > Actions > Pay**

1. To pay off a subscription from the **Subscriptions Listing** click on **Membership**
2. Click on the **Financial** menu, then click on **Subscription**
3. Here you can search for the member in the search box or filter on the status of the subscriptions by clicking on the word **Status**
4. Next to the member click on **Actions > View Member**
5. Go to the members **Financial Tab** and next to the unpaid subscription select **Actions > Pay**
5. Select the **Payment Method** and click on **Process Payment**

**Please note** you can also view the Member Record by selecting the members name. This action will take you directly to their financial information

**Other Information:** A member will be notified that a payment has been made on their record. For Credit Card purchases the member will receive notification that SportsTG will appear on their bank statement

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