Functional Module – Annual Subscription

Platform	Website and APP
Description	1. Every member and fellow need to pay up an annual subscription fee. Each category of members and fellows have different amount and deadline of payment (Fellow, Ordinary member, Overseas fellow, and Retired fellow) The E-portfolio system needs to be able to recognize all categories and issue reminder and statement accordingly. 2. Providing multiple online payment options including Autopay option for members

	Workflow	Members/Fellows	College Admin
1	31 December		• System would automatically issue first notice (email, mobile notification)for annual subscription fee • Deduct amount from Autopay before 31 January • Receipt generation after members have paid their subscription fee
2	1 Jan to 31 Jan	Online payment for annual subscription	• System would automatically issue reminder (email, mobile notification of the increased rate if late payment. • Receipt generation after members have paid their subscription fee
3	01 Feb to 31 March	Online payment for annual subscription	• System would automatically issue reminder (email, mobile notification of the increased rate if late payment. • Receipt generation after members have paid their subscription fee
4	01 Apr to 31 May	Online payment for annual subscription	• System would automatically issue reminder (email, mobile notification of the increased rate if late payment. • Receipt generation after members have paid their subscription fee
5.	01 June to 30 June	Online payment for annual subscription	• System would automatically issue a final reminder (email,

			mobile notification stating to member if fee is not paid, members might be removed from College ● Receipt generation after members have paid their subscription fee
6.	01 July onwards		● College admin can generate a letter and outstanding balance report to notify members

College admin shoud be able to generate the reports below at all times

- Outstanding balance report
- List of Fellows who paid their Annual Subscription on or before a specific date