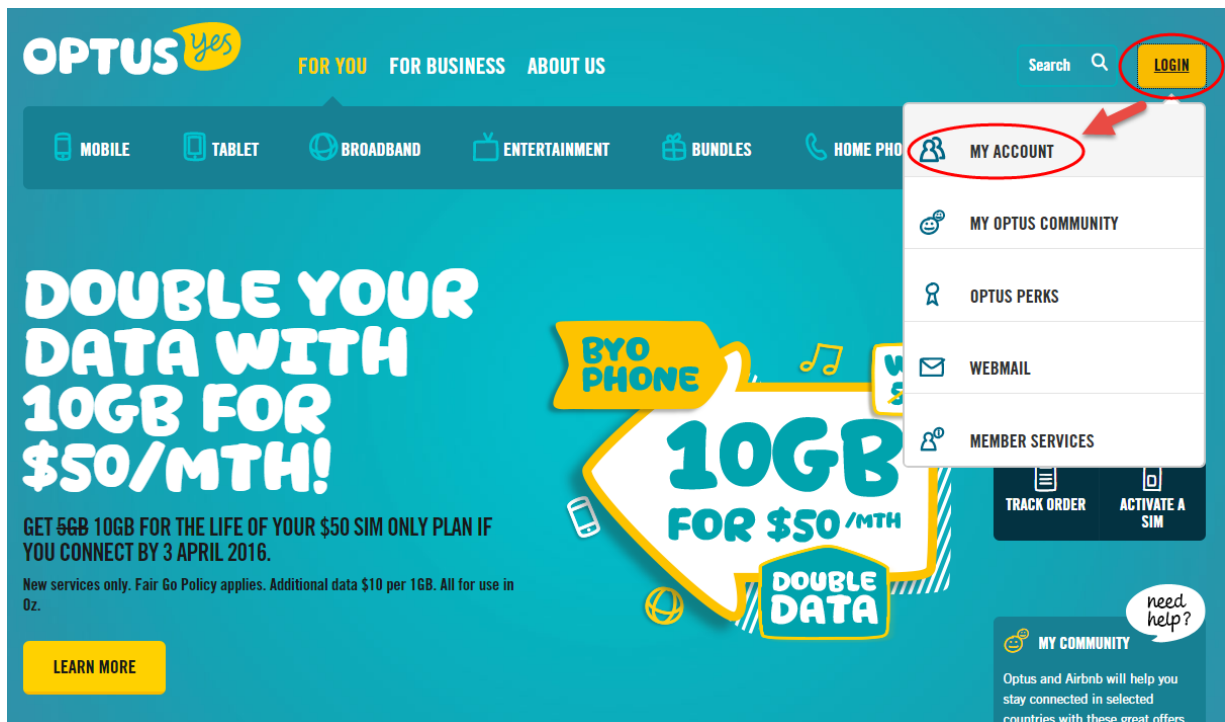




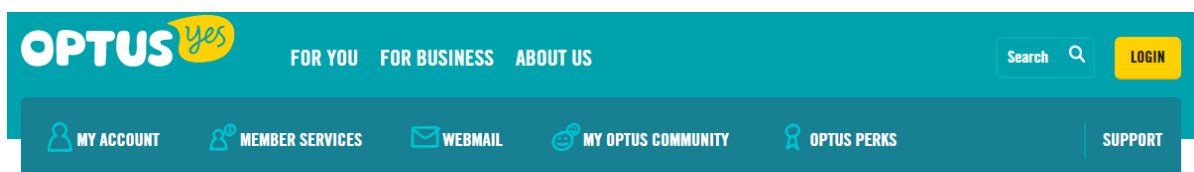
# Warringah Archers

<b>Document Title</b>	Optus Mobile Broadband Information & Recharging (Club WiFi Services)		
<b>Date Revised</b>	14 <sup>th</sup> January 2016	<b>Document Type</b>	Procedure
<b>Document ID</b>	PRC002	<b>Version</b>	A
		<b>Distribution List</b>	Executive Committee


1. Go to the Optus Website (<http://www.optus.com.au>), click 'Login' then 'My Account'



2. Log in to the account using as [vicepresident@warringaharchers.com.au](mailto:vicepresident@warringaharchers.com.au) and the required password.



## MY ACCOUNT LOGIN

All your essential maintenance starts here. Need an account?  Sign up now

Forgot your [username](#) or [password](#)?

Keep me logged in

**TIRED OF LOGGING IN EVERY TIME?**

JUST CHECK THE TICK BOX TO KEEP YOU LOGGED IN!

- You will now be able to scroll through the information screen to view important information, such as the Mobile Broadband Service phone number (0435 809 875).

**OPTUS** *yes* FOR YOU FOR BUSINESS ABOUT US

Search PAUL WILSON  
Not you? [Logout](#)

MY ACCOUNT **DASHBOARD** BILLING & PAYMENTS PROFILE TRACK ORDERS PERKS SUPPORT

**Hi PAUL,**

On this page you'll get a snapshot of billing, usage and service details. Simply click through for a more detailed view and edit your add-ons and settings. Put the kettle on and make yourself at home.

WEBMAIL MEMBER SERVICES  
ACTIVATE A SIM ADD A SERVICE

**Your Services** [ADD A SERVICE](#)

**0435 809 875** My Prepaid Mobile Broadband

Service number: 0435809875 Plan: My Prepaid Mobile Broadband

[Change your Prepaid calling offer](#)  
[Transfer your Prepaid service to Postpaid](#)  
[Set up / Manage Recharge](#)

Your Prepaid account balance as of 12 Jan 2016 02:43 PM is \$0.00  
Your service will expire if not recharged before 07 Jan 2018

Partition	Balance	Expiry
MyData	21.15 GB	07 Jan 2018

[Recharge](#)

\*Your Pre-paid balance is as of 12 Jan 2016 02:43 PM

If you have bought your new prepaid handset, you can click Prepaid handset update.

[PREPAID HANDSET UPDATE](#)

[Terms and conditions](#)

USAGE SUMMARY  
USAGE DETAILS  
SETTINGS  
OPTIONS & EXTRAS

**CRICKET AUSTRALIA** **LIVE PASS FREE FOR ELIGIBLE CUSTOMERS** [LEARN MORE](#)

**SAY *yes* TO...**

**SUPPORT ON THE GO**  
Don't miss a beat with our App. Recharge, pay bills and more.

**ASK US ON FACEBOOK**  
We like Facebook as much as you do. Ask a question on our page.

**LIVE SERVICE ON TWITTER**  
Our team is answering your Twitter questions in real time.


**CONTACT US**  
Prefer to speak to us? Contact our Optus Customer Centre.

Contact Us My Optus App Privacy Policy Standard Agreement  
Store Locator My Optus Community Copyright Optus Usage Guidelines  
Critical Information Summaries Yes! Magazine Accessibility Device Warranties

©2015 Singtel Optus Pty Limited

4. Note in particular the information you would need to do a recharge. The phone number, the plan type, the amount of data left, and the expiry date. You will also see a Recharge Button.

## Your Services

**0435 809 875** My Prepaid Mobile Broadband

Service number	Plan
0435809875	My Prepaid Mobile Broadband

[Change your Prepaid calling offer](#)

[Transfer your Prepaid service to Postpaid](#)

[Set up / Manage Recharge](#)

Your Prepaid account balance as of 12 Jan 2016 02:43 PM is \$0.00

Your service will expire if not recharged before 07 Jan 2018

Partition	Balance	Expiry
MyData	21.15 GB	07 Jan 2018

[Recharge](#)

\*Your Pre-paid balance is as of 12 Jan 2016 02:43 PM

5. If you need to do a Recharge, you can click the Recharge button and it will take you to the following screen with a number of options to recharge. The preferred methods for the club are to be determined by the Treasurer but are likely to be Credit Card, or via the use of a Prepaid Voucher which can be purchased at Supermarkets such as Coles and Woolworths.

The screenshot shows the Optus mobile broadband recharging interface. At the top is the Optus logo with the tagline 'yes'. Below the logo is a teal bar with the text 'Recharge Now!'. The main content area is white and contains a form for entering a prepaid service number. The number '0435809875' is entered in a text box. Below the text box are two links: 'Locate your Prepaid Service Number' and 'Frequently Asked Questions'. There are five recharge options, each with a 'Next' button: 1. 'Recharge with credit card' (with logos for American Express, MasterCard, VISA, and JCB) and 'Payment cards accepted'. 2. 'Recharge through Internet Banking' with a 'More information' link. 3. 'Setup AutoRecharge with credit card'. 4. 'Recharge with PayPal'. 5. 'Redeem pre-purchased voucher' (with a voucher icon). Below the options is the text 'OR'. To the right of the recharge options is a grey box titled 'Why Recharge Online?' with four benefits: 'Safe & Secure' (Secured by DigiCert), 'Fast' (Credit applied in 2 mins), 'Special Offers' (Exclusive online offers), and 'Convenient' (Recharge any time, 24/7).

**OPTUS** yes

**Recharge Now!**

Enter Prepaid Service Number to Recharge:

[Locate your Prepaid Service Number](#)  
[Frequently Asked Questions](#)

**Recharge with credit card** **Next**  
Payment cards accepted

**Recharge through Internet Banking** **Next**  
[More information](#)

**Setup AutoRecharge with credit card** **Next**

**Recharge with PayPal** **Next**

OR

**Redeem pre-purchased voucher** **Next**

**Why Recharge Online?**

- Safe & Secure**  
Secured by DigiCert
- Fast**  
Credit applied in 2 mins
- Special Offers**  
Exclusive online offers
- Convenient**  
Recharge any time, 24/7

6. If we were to use a credit card, the following shows the information preferred, which is to purchase \$130 credit which provides for 22 GB of Data and a 2 year (730 day) Expiry.

**OPTUS** *yes*

▼ Select Recharge
▶ Payment Details
▶ Confirm Details
▶ Receipt

**Your transaction details so far**

Your prepaid service number is: 0435 809 875 [Recharge a different service](#)
 Recharge: **To be selected**

Product recharge type: Optus Mobile Broadband **OPTUS**
 Payment: Credit Card

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**Step 2: Select your recharge amount**

\$10	\$10	<b>Select</b>	<a href="#">More information</a>
\$30	\$30	<b>Select</b>	<a href="#">More information</a>
\$45	Optus Prepaid Travel Pack	<b>Select</b>	<a href="#">More information</a>
\$50	\$50	<b>Select</b>	<a href="#">More information</a>
\$85	Optus Prepaid Travel Pack	<b>Select</b>	<a href="#">More information</a>
\$130	\$130	<b>Select</b>	<a href="#">More information</a>

Recharge amount selected: \$130

Information about the recharge amount you have selected:

Includes 22GB of data to use within Australia and lasts up to 730 days.

Note that the expiry is NOT added to the existing expiry date (ie. You cannot buy 2 x \$130 recharges and get a 4 year expiry) but you can purchase a recharge and the data value will accumulate (eg. You can get 44GB of data with a 2 year expiry with 2 x \$130 recharges).

Please ensure all receipts for purchasing vouchers are provided to the Club Treasurer.

7. Additional Data Usage can be viewed by looking at 'Usage Details' which can be date restricted. You will see the balance reduce in Gigabytes (GB) from the original 22 GB. In the following example you can see the reduction from 22 GB to 21 GB. The 680MB usage on 9/1/16 was when a QRE was held, so be aware of the balance before and after major events.



MY ACCOUNT

DASHBOARD

BILLING & PAYMENTS

PROFILE

TRACK ORDERS

PERKS

SUPPORT

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WEBMAIL



MEMBER SERVICES



ACTIVATE A SIM



ADD A SERVICE

Your Services

ADD A SERVICE



0435 809 875

My Prepaid Mobile Broadband

USAGE TRANSACTION DETAILS

These charges may be adjusted on your next bill to reflect any plan inclusions/discussions or add-ons.

Date from 12/10/15 to 12/01/16

Filter by All events\*

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USAGE TRANSACTION DETAILS

Date/Time	Description	Duration	Charge
10/01/16 09:34AM	PRECONNECT	00:00:00	\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.00
	MyData	2 MB	21.00 GB
10/01/16 09:14AM	PRECONNECT	00:00:00	\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.00
	MyData	1 MB	21.00 GB
09/01/16 07:25AM	PRECONNECT	00:00:00	\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.00
	MyData	680 MB	21.00 GB
09/01/16 02:35AM	PRECONNECT	00:00:00	\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.00
	MyData	8 MB	21.00 GB
09/01/16 01:17AM	PRECONNECT	00:00:00	\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.00
	MyData	223 MB	21.00 GB
08/01/16 23:52PM	PRECONNECT	00:00:00	\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.00
	MyData	2 MB	22.00 GB
08/01/16 23:47PM	PRECONNECT	00:00:00	\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.00
	MyData	2 MB	22.00 GB
08/01/16 22:36PM	Recharge Voucher		\$130.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	\$130.00	130.00
08/01/16 22:36PM	Debit		\$130.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	\$130.00	0.00
	MyData	22 MB	22 MB
08/01/16 22:36PM	Recharge E-Top Up		\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.00
08/01/16 22:36PM	First Call		\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.06
08/01/16 22:36PM	Recharge E-Top Up		\$0.06
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.06	0.06
08/01/16 22:36PM	Debit		\$0.06
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.06	0.00
	MyData	0 MB	0 MB
08/01/16 22:36PM	Initial balance		\$0.00
<b>Partition</b>		<b>Amount</b>	<b>Balance</b>
	MyCredit	50.00	0.00

USAGE SUMMARY

USAGE DETAILS

SETTINGS

OPTIONS & EXTRAS

Print usage details list

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Terms and conditions