Document Title	Optus Mobile Broadband Information & Recharging (Club WiFi Services)

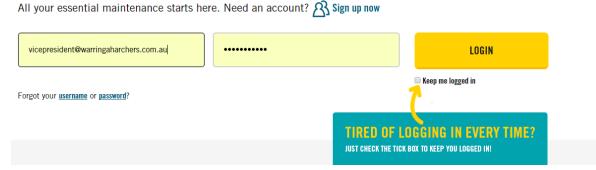|				
Date Revised	14th January 2016	**Document Type**	Procedure	
Document ID	PRC002	**Version**	A	**Distribution List**	Executive Committee

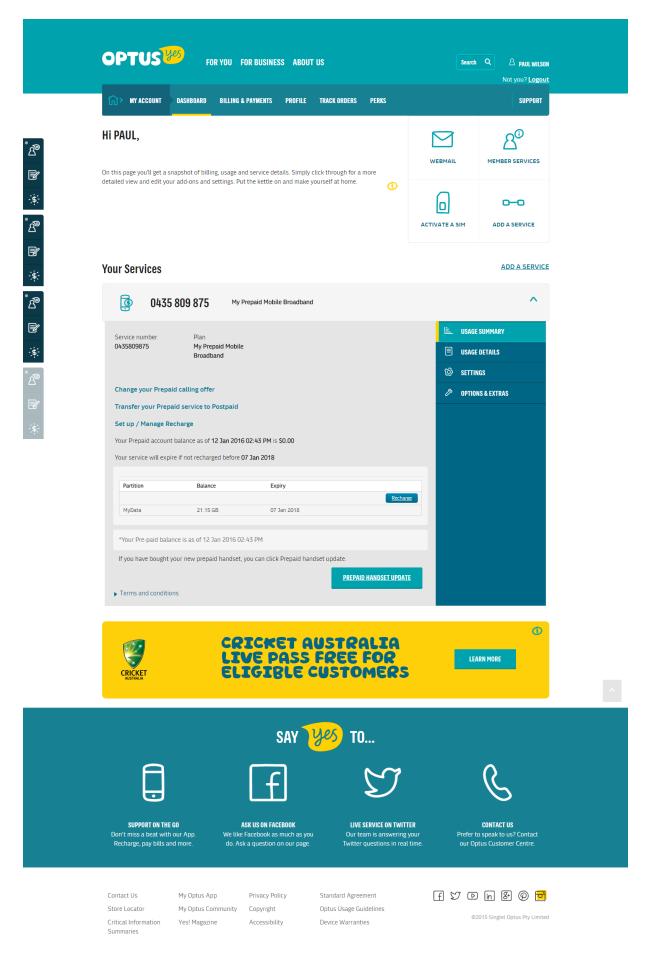1. Go to the Optus Website (http://www.optus.com.au), click 'Login' then 'My Account'

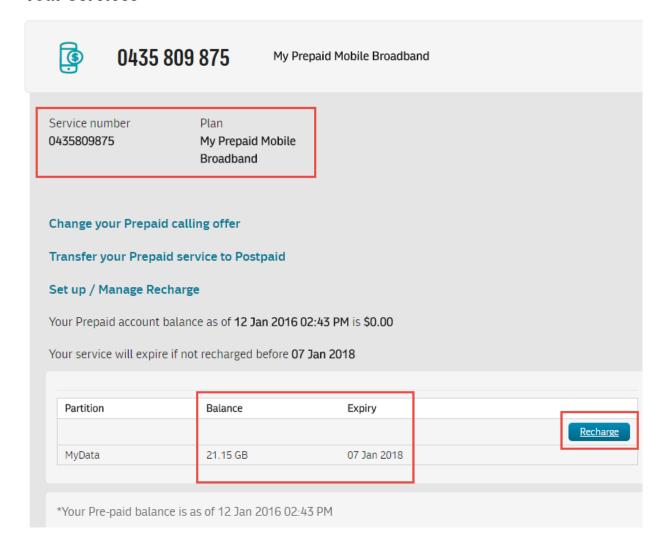2. Log in to the account using as vicepresident@warringaharchers.com.au and the required password.

3. 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).

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	
			Recharge
MyData	21.15 GB	07 Jan 2018	

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

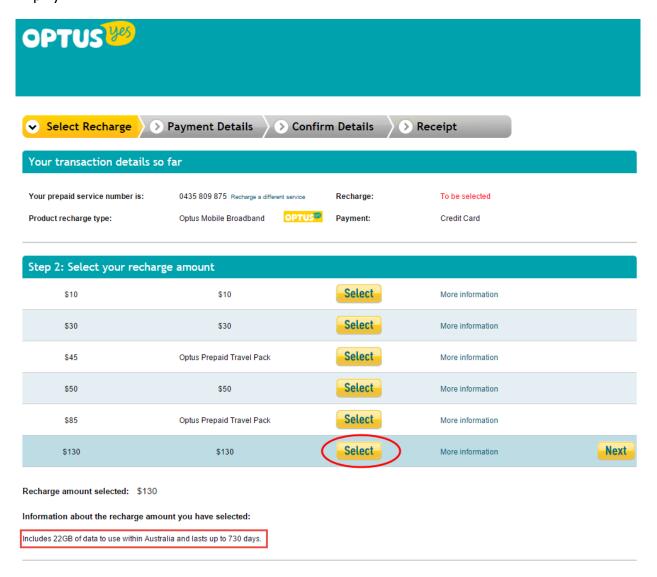5. If you need to do a Recharge, you can click the Recharge button and it will take you to the following screen with a number of options to recharge. The preferred methods for the club are to be determined by the Treasurer but are likely to be Credit Card, or via the use of a Prepaid Voucher which can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

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.

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.

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   ⌃

| | |
| USAGE SUMMARY |
| USAGE DETAILS |
| SETTINGS |
| OPTIONS & EXTRAS |

USAGE TRANSACTION DETAILS

These charges may be adjusted on your next bill to reflect any plan inclusions/discounts 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
Partition	Amount		Balance
MyCredit		$0.00	0.00
MyData		2 MB	21.00 GB
10/01/16 09:14AM	PRECONNECT	00:00:00	$0.00
Partition	Amount		Balance
MyCredit		$0.00	0.00
MyData		1 MB	21.00 GB
09/01/16 07:25AM	PRECONNECT	00:00:00	$0.00
Partition	Amount		Balance
MyCredit		$0.00	0.00
MyData		680 MB	21.00 GB
09/01/16 02:35AM	PRECONNECT	00:00:00	$0.00
Partition	Amount		Balance
MyCredit		$0.00	0.00
MyData		8 MB	21.00 GB
09/01/16 01:17AM	PRECONNECT	00:00:00	$0.00
Partition	Amount		Balance
MyCredit		$0.00	0.00
MyData		223 MB	21.00 GB
08/01/16 23:52PM	PRECONNECT	00:00:00	$0.00
Partition	Amount		Balance
MyCredit		$0.00	0.00
MyData		2 MB	22.00 GB
08/01/16 23:47PM	PRECONNECT	00:00:00	$0.00
Partition	Amount		Balance
MyCredit		$0.00	0.00
MyData		2 MB	22.00 GB
08/01/16 22:36PM	Recharge Voucher		$130.00
Partition	Amount		Balance
MyCredit		$130.00	130.00
08/01/16 22:36PM	Debit		$130.00
Partition	Amount		Balance
MyCredit		$130.00	0.00
MyData		22 MB	22 MB
08/01/16 22:36PM	Recharge E-Top Up		$0.00
Partition	Amount		Balance
MyCredit		$0.00	0.00
08/01/16 22:36PM	First Call		$0.00
Partition	Amount		Balance
MyCredit		$0.00	0.06
08/01/16 22:36PM	Recharge E-Top Up		$.06
Partition	Amount		Balance
MyCredit		$0.06	0.06
08/01/16 22:36PM	Debit		$.06
Partition	Amount		Balance
MyCredit		$0.06	0.00
MyData		0 MB	0 MB
08/01/16 22:36PM	Initial balance		$0.00
Partition	Amount		Balance
MyCredit		$0.00	0.00

Print usage details list

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▸ Terms and conditions

PRC002.A (14/01/16)