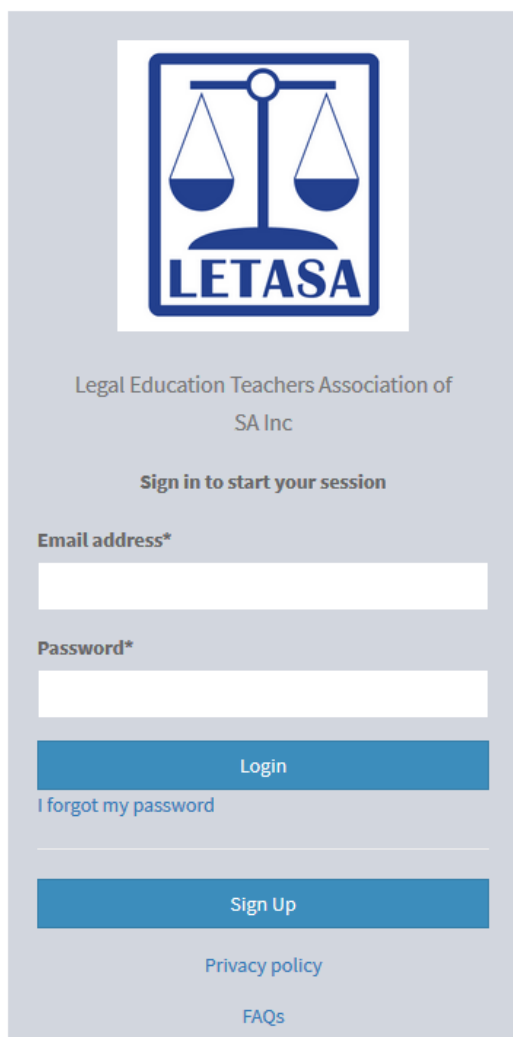


## How to sign up with LETASA on EdSA Gateway

<https://edsagateway.com.au/members/letasa/login/>

You will arrive at a login screen with two options

- To login
- To sign up



Legal Education Teachers Association of  
SA Inc

Sign in to start your session

Email address\*

Password\*

Login

[I forgot my password](#)

Sign Up

[Privacy policy](#)

[FAQs](#)

As this will be the first time that you have gone into the LETASA membership section of EdSA Gateway, we ask you to **press the 'sign up' option.**

### Step 1: Membership type

This will take you to the 'Membership type' screen – please click on the circle next to the membership type you would like to choose. Then press '*continue*'.



# LETASA | Sign Up

Legal Education Teachers Association of SA Inc

## Step 1 Membership Type

Please choose your Membership type:

### Membership type\*

- \$ 60.00 per year - Individual Member (including TRT and retired teachers)
- \$ 110.00 per year - Institutional Member (including members outside of Australia)
- \$ 20.00 per year - Pre-Service Teacher

Continue

## Step 2: Select your subscription type

Select the subscription type. If you go with the annual subscription, you will have to pay the full membership fee. If you prefer to have a monthly withdrawal, go with the monthly subscription. Both options will give you a 12 month membership.

Please choose the period you would like to register for below:

You are signing up for:

**Membership type:** Individual Member (including

**Yearly cost:** \$60.00

### Period\*

- 01-Dec-2019 - 01-Dec-2020
- Monthly subscription from 01-Dec-2019 - 01-Dec-2020 (costing \$ 5.30 per month, credit card required)

Continue

I've made a mistake, I want to change my Membership type

If you have made a mistake you can click on the *'I've made a mistake'* bar and it will take you back to make an alternative selection.

### Step 3: Details

Step 1 Membership Type	Step 2 Period
---------------------------	------------------

#### Account Details

You are signing up for:

**Membership type:** Individual Member (including TRT and retired teachers)

**Membership period:** 01-Dec-2019 - 01-Dec-2020

**Yearly cost:** \$60.00

I've made a mistake, I want to change my Membership type or Membership period

**Email address\***

**Password\***

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

**Password confirmation\***

**First name\***

**Last name\***

The first thing you will need to do is input an email address and a password that you will remember. You will need this email address and password to login in the future.

You will then be asked to provide the details of your membership. Those marked with an *asterisk* are required fields, but we ask you to fill in as many as you can.

You can log into EdSA Gateway at any time and update your details.

Once you have completed all or as many details as possible, click on the "[Create Account](#)" button.

You will then be taken to the payment screen; this will give you the choice of paying with [credit card](#) or an [EFT funds transfer](#). If you chose to have a monthly subscription, only credit card will be available.

## Pay For Membership

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**Membership**

Individual Member (including TRT and retired teachers)

**Start date of new membership**

01-Dec-2019

**Yearly fee \$**

60.00

[I've made a mistake, change my membership details](#)

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[Pay With Credit Card](#) [\\$ Pay With EFT \(Bank\) Transfer](#)

If you choose the **credit card** option, you can provide the details of your card and complete payment immediately. You will then receive an email confirming that your membership for 2019 has been paid. You will also receive a tax invoice attached to this email that will be marked as 'PAID'.

By choosing **EFT** you will need to manually transfer payment to account details provided. Your membership will be confirmed once payment is received.

Click 'OK' and you will then be provided with the details of the Educators SA account for the funds transfer. You will also receive a confirmation email with an invoice stating 'UNPAID'.

## Membership

### Congratulations! You have completed the process!

You have chosen to make an EFT.

By choosing EFT you will need to manually transfer payment to account details provided.

You will receive an email shortly with payment details.

Please put the invoice number as the reference to ensure quick processing of payments.

Once the payment has been finalised a PAID invoice will be emailed to you.

#### Membership type\*

LETASA - \$60.00 - Individual Member (including TRT and retired teachers)

#### Period\*

Current

#### Status\*

Paying with EFT

#### Paid on\*

#### Membership start date\*

01-Dec-2019

Once your EFT has been processed, you will automatically receive a further email with a PAID tax invoice.

If you can't pay by credit card or by EFT let us know through the "[? Help and Feedback](#)" option on the left-hand side bar or contact the Educators SA office on 84635875.

It sounds a little complex, but it is actually quite simple and we are always available if you get stuck:

Just contact us on [administration@ceasa.asn.au](mailto:administration@ceasa.asn.au) or give us a call: 08 84635875.

Next year when it is time pay membership fees, you simply have to login, check your details and then go straight to the payment screen – very easy!