

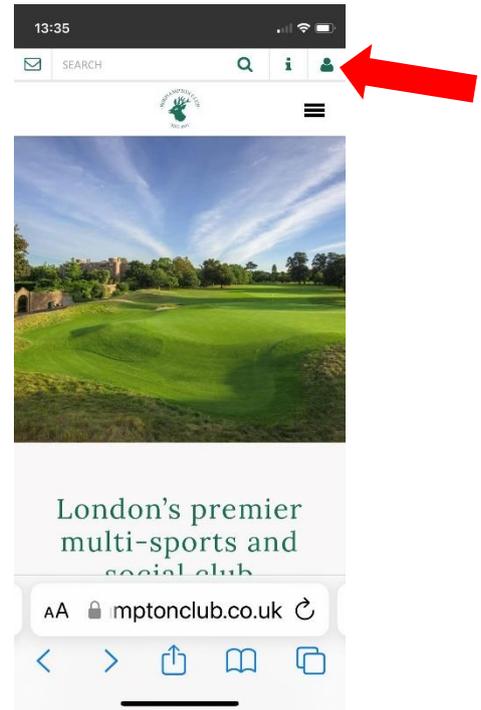
## New functions in Members' ESP Elite Live accounts via the Members' website

As well as booking Social Scene events, dining tables, fitness classes, courts, coaching and overnight electric vehicle charging, Members can also top up their Top Up Levy account and now review their spending via the Members' website and their ESP Elite Live account page.



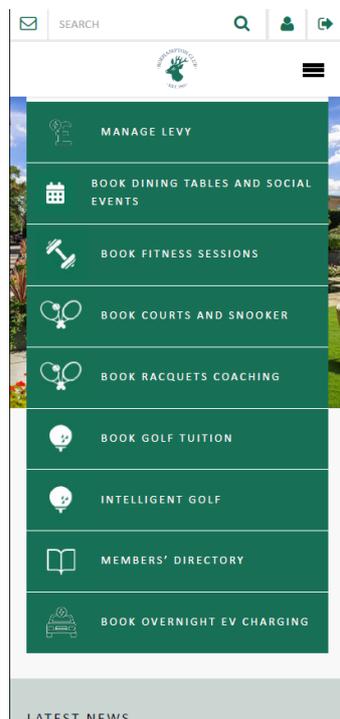
Go to [www.roehamptonclub.co.uk](http://www.roehamptonclub.co.uk) and click the 'head and shoulders' icon on a phone to log into the Members' website.

If you have not yet registered to use the Members' website or need help with logging in, please email [marketing@roehamptonclub.co.uk](mailto:marketing@roehamptonclub.co.uk)

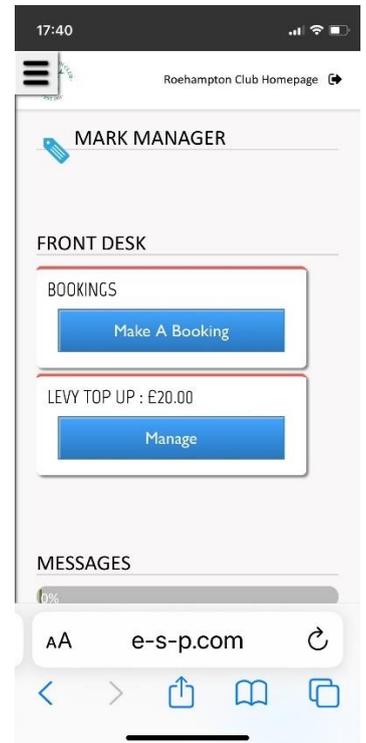


## MANAGE TOP UP LEVY

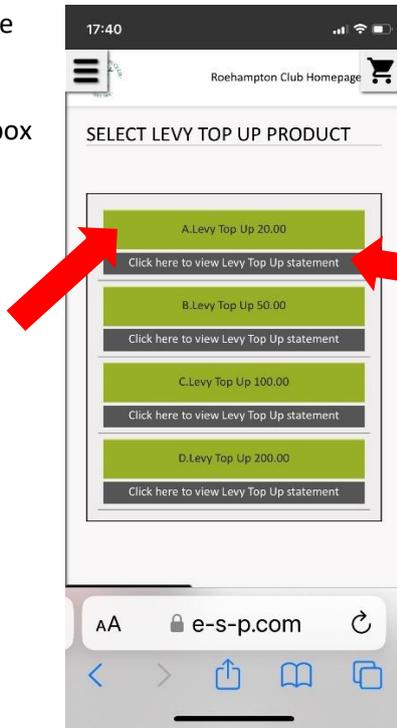
From the Members' website homepage click the green booking button MANAGE LEVY



From your ESP ELITE LIVE account page click the blue LEVY TOP UP Manage button:

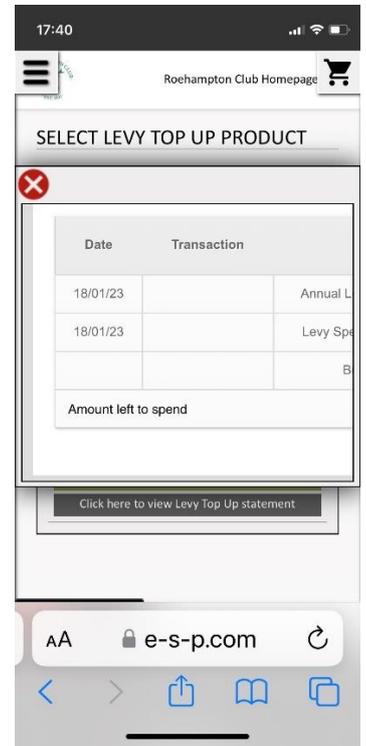


This brings up the page where you can top up your levy – click the amount in the green box that you would like to top up and follow the instructions to the payment page:



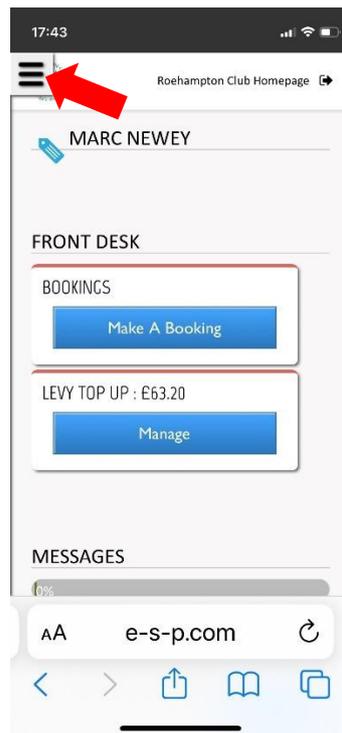
Click any of the grey bar buttons to view your current Levy Account.

You should see this screen detailing your levy amounts and spending:



### See Food and Beverage Receipts, Levy Statements and Leisure Receipts

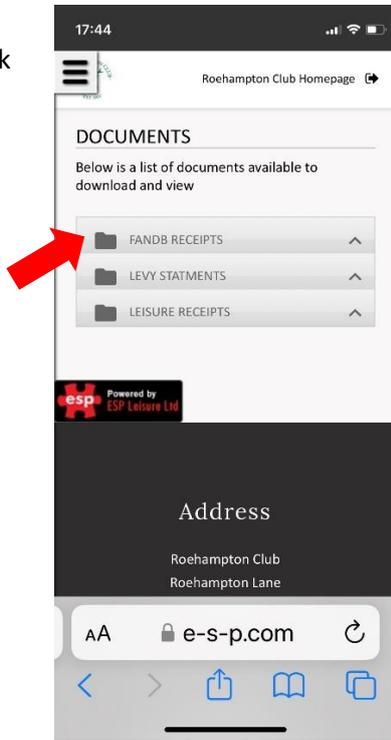
Click the 'hamburger' navigation – the three horizontal black bars on the left-hand side of the screen:



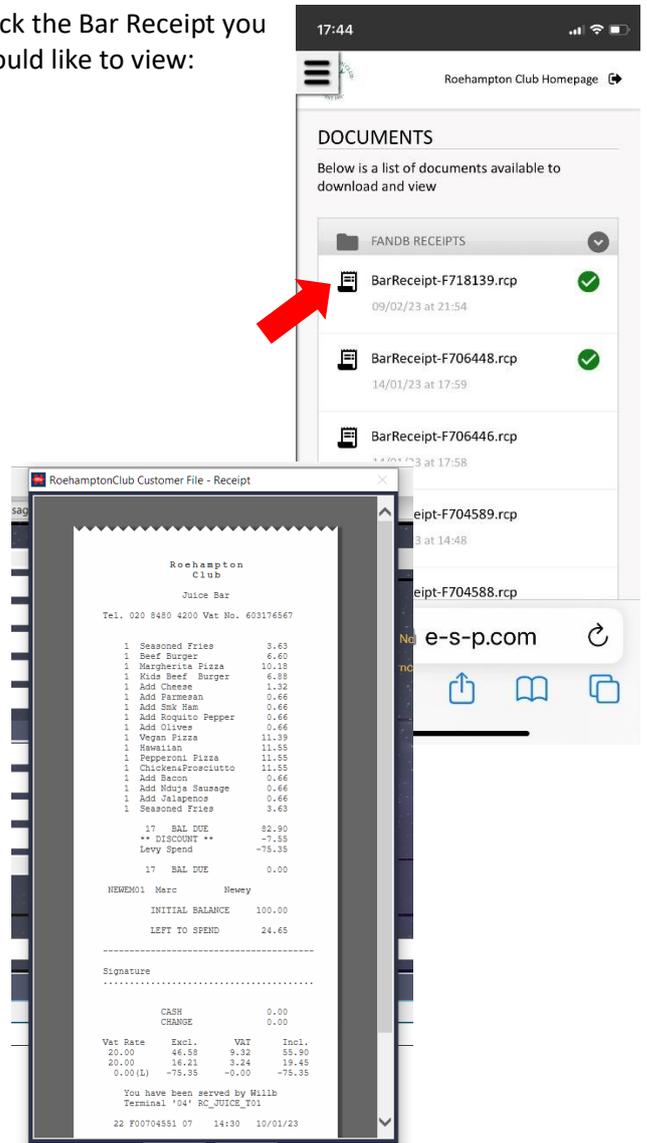
In the side navigation, click the blue DOCUMENTS button:



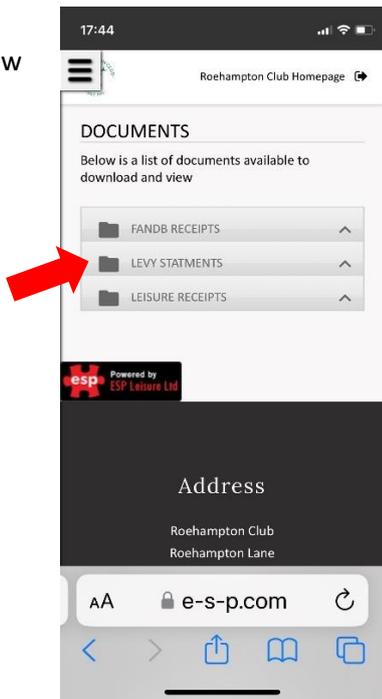
To view your Food and Beverage Receipts, click FANDB RECEIPTS:



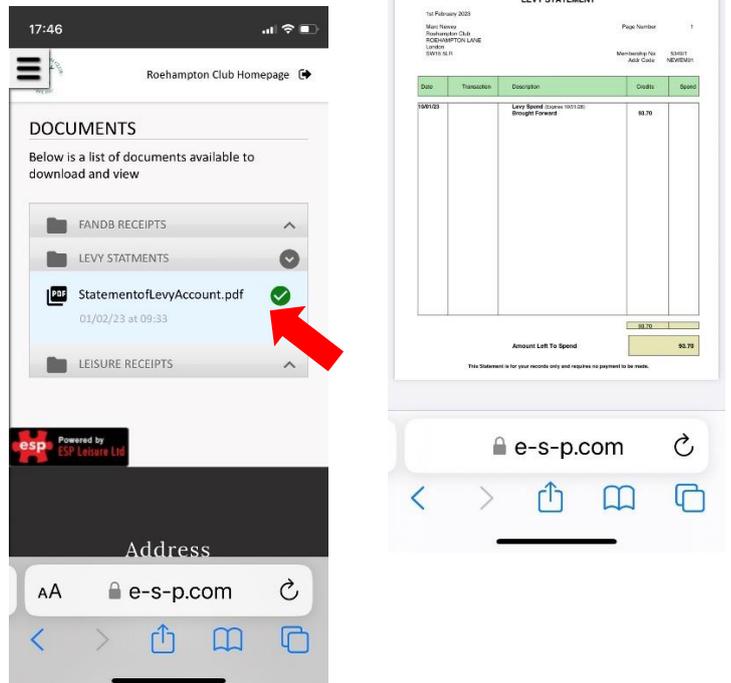
Click the Bar Receipt you would like to view:



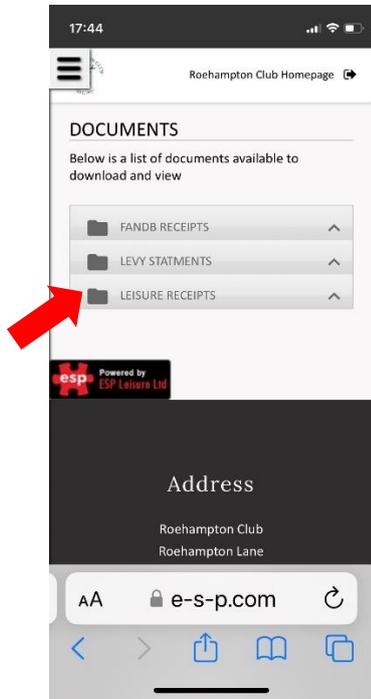
Click LEVY STATEMENTS to show your current Levy Statement



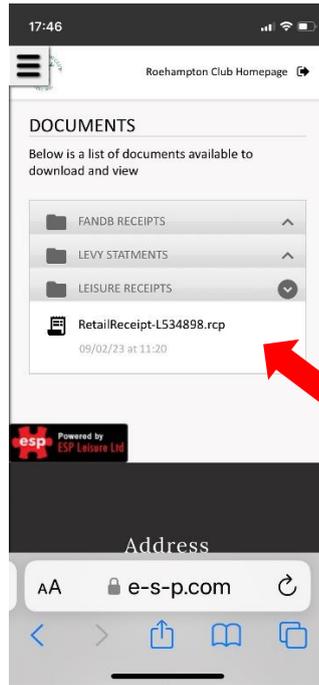
Click StatementofLevyAccount.pdf to show your Levy Statement ...



To view receipts for purchases at Reception, click LEISURE RECEIPTS



and choose the Retail Receipt you wish to review:



If you have any queries, please speak to a member of the Reception Team or email [marketing@roehamptonclub.co.uk](mailto:marketing@roehamptonclub.co.uk)