

How to get a Membership

Get Access to Courses in the
Learning From Buddha College & Seminary (LFBCS)

Note:

Screenshots are from a Firefox browser

Other desktop browsers should look quite similar

Mobile phone and tablet browsers may look significantly different, but
the content should be essentially the same

Getting Started



- If you already have an ID and password for the LFBCS website, login before you start. Most of the fields will then already be filled out for you
- The following instructions will create a User ID and password if you don't already have one
- In the top menu of the LFBCS website, click on *Memberships*

Select a Membership Plan



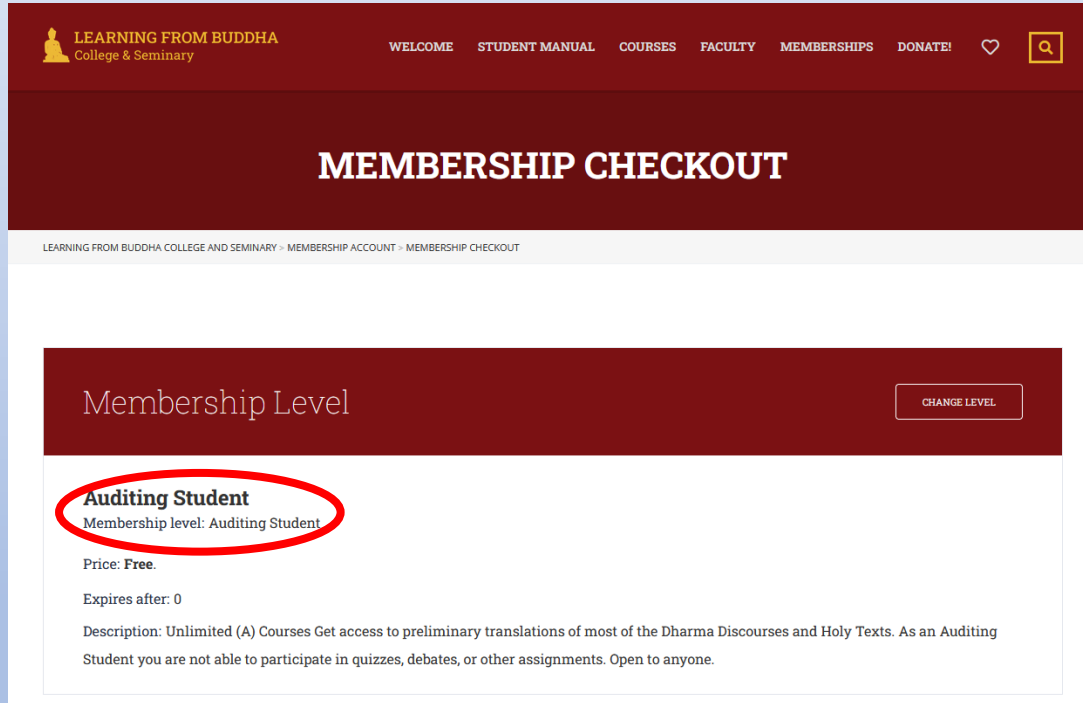
The screenshot shows the 'TYPES OF LFBCS MEMBERSHIPS' page. The header includes the logo 'LEARNING FROM BUDDHA College & Seminary' and navigation links: WELCOME, STUDENT MANUAL, COURSES, FACULTY, MEMBERSHIPS, DONATE!, a heart icon, and a search icon. The main heading is 'TYPES OF LFBCS MEMBERSHIPS'. Below it, the page title is 'LEARNING FROM BUDDHA COLLEGE AND SEMINARY - TYPES OF LFBCS MEMBERSHIPS'. The section is titled 'Membership plans' and features three columns of membership options:

Auditing Student	Buddhist Studies	Xiuxing Seminary
Free GET NOW	\$10.00 GET NOW	\$15.00 GET NOW
per month	per month	per month
Courses included: unlim	Courses included: unlim	Courses included: unlim
Unlimited (A) Courses Get access to preliminary translations of most of the Dharma Discourses and Holy Texts. As an Auditing Student you are not able to participate in quizzes, debates, or other	Unlimited (A) and other courses except for X courses Includes homework assignments, quizzes and the option of participating in the debates and presentations. Comprehensive exam or	All courses including X courses More focus on esoteric practice. Includes homework assignments, quizzes and required participation in the debates and presentations. Comprehensive exam and

A red arrow points to the 'GET NOW' button for the Auditing Student plan, which is also circled in red.

- You arrive at the *Types of LFBCS Memberships* page
- **Scroll down** to read about the various Membership Plans
- Select the Plan you want by clicking on *Get Now*
- For this demonstration I am joining as an *Auditing Student*
- There are some extra steps for the other two that are explained beginning on page 12

Membership Checkout - 1



LEARNING FROM BUDDHA
College & Seminary

WELCOME STUDENT MANUAL COURSES FACULTY MEMBERSHIPS DONATE! ❤️ 🔍

MEMBERSHIP CHECKOUT

LEARNING FROM BUDDHA COLLEGE AND SEMINARY > MEMBERSHIP ACCOUNT > MEMBERSHIP CHECKOUT

Membership Level CHANGE LEVEL

Auditing Student
Membership level: Auditing Student

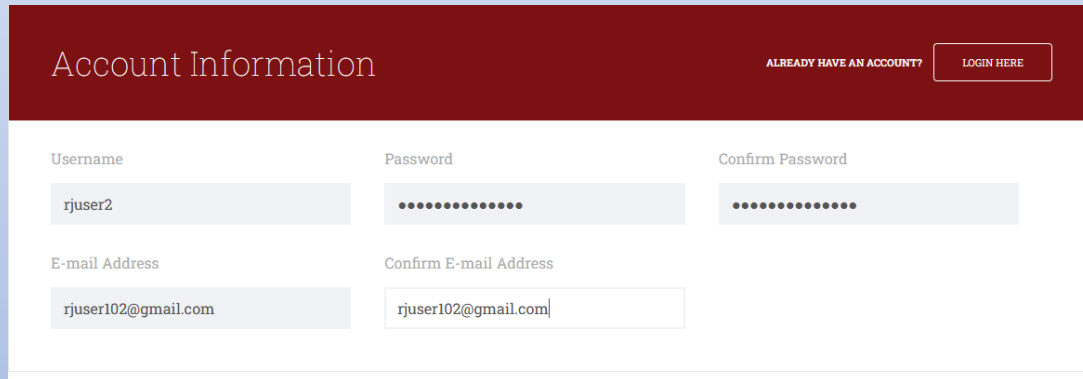
Price: Free.

Expires after: 0

Description: Unlimited (A) Courses Get access to preliminary translations of most of the Dharma Discourses and Holy Texts. As an Auditing Student you are not able to participate in quizzes, debates, or other assignments. Open to anyone.

- You arrive at the *Membership Checkout* page
- This is a very long page and you must **scroll down** to see it all
- Verify that you have selected the *Membership Level* you intended to

Membership Checkout - 2



The screenshot shows a web form titled "Account Information" with a dark red header. In the top right of the header, there is a link "ALREADY HAVE AN ACCOUNT?" and a button "LOGIN HERE". The form contains five input fields:

- Username:** rjuser2
- Password:** masked with 10 dots
- Confirm Password:** masked with 10 dots
- E-mail Address:** rjuser102@gmail.com
- Confirm E-mail Address:** rjuser102@gmail.com

- **Scroll down** to the *Account Information* section
- Here you are creating your User ID and password for the LFBCS website
- Be sure to save the ID and password in a safe place
- The password must:
 - Have at least eight characters
 - Contain upper and lower case
 - Contain a number

Membership Checkout - 3

Billing Address

First Name	Last Name
<input type="text" value="RJ"/>	<input type="text" value="User2"/>
Address 1	Address 2
<input type="text" value="Your address"/>	<input type="text"/>
City	State
<input type="text" value="Your city"/>	<input type="text" value="Your state"/>
Postal Code	Country
<input type="text" value="Your postal code"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="United States"/>
Phone	
<input type="text" value="Your phone number (with country code if not US)"/>	

- **Scroll down** to the *Billing Address* section
- Fill out all the requested information
- If you are outside the US, select the correct country. You will need to put *something* in the *State* and *Postal Code* boxes even if they don't make sense
- If you are outside the US, please include the country code with your phone number

Membership Checkout - 4

- **Scroll down** and read the Disclaimer
- Check the box indicating you agree to the Disclaimer
- Click on the *Submit and Confirm* button
- If you are returned to this same page you need to correct something before you can submit. Verify that all the fields are filled in and correct and that your password meets the requirements on page 5

Disclaimer

The Buddha Dharma is precious and sacred. We must have proper respect for it. Being disrespectful can only result in negative karma. Learning from Buddha College & Seminary (LFBCS) does not want that to happen. Therefore, LFBCS reserves the right to terminate your membership in LFBCS at its sole discretion at any time if you are disrespectful to the Buddha Dharma or if your conduct violates the Buddha Dharma. Furthermore, LFBCS reserves the right to terminate your membership in LFBCS at its sole discretion if you share with others, disseminate, reveal to the public, or in any way alter any recordings provided by LFBCS. In the event of termination, if you have a paid membership based on a monthly fee, LFBCS will stop collection of your monthly fees from the time of termination, and if you have a paid membership based on an annual fee, LFBCS will refund part of your annual fee prorated from the date of termination. LFBCS reserves all legal rights it may have in addition to termination of your membership.

I agree to the Disclaimer

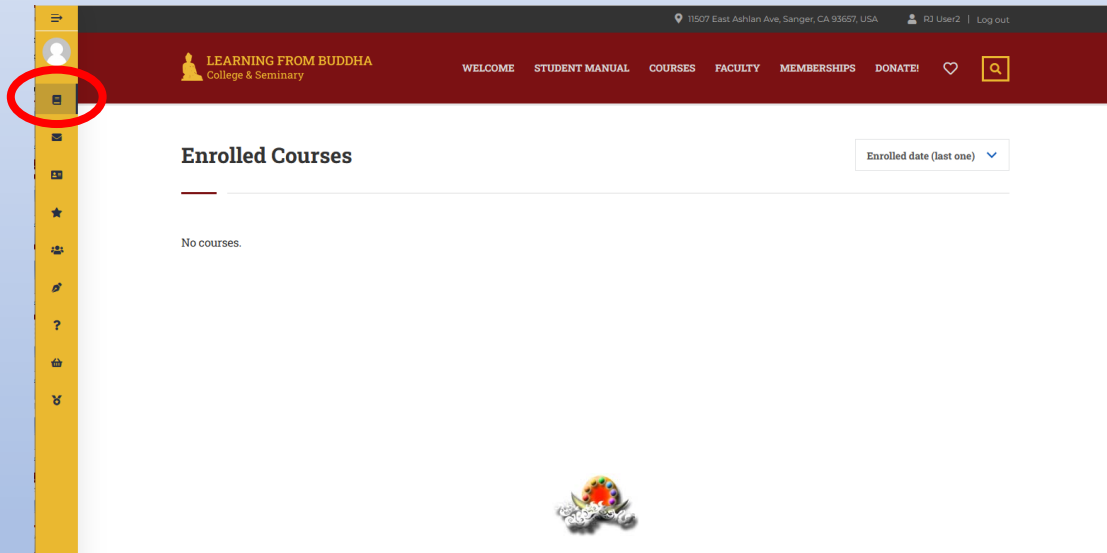
SUBMIT AND CONFIRM »

Membership Checkout - 5

The screenshot shows the 'MEMBERSHIP CONFIRMATION' page for Learning from Buddha College & Seminary. The page has a dark red header with the college's logo and navigation links: WELCOME, STUDENT MANUAL, COURSES, FACULTY, MEMBERSHIPS, DONATE!, a heart icon, and a search icon. Below the header, the title 'MEMBERSHIP CONFIRMATION' is displayed in white text on a dark red background. A breadcrumb trail reads 'LEARNING FROM BUDDHA COLLEGE AND SEMINARY > MEMBERSHIP ACCOUNT > MEMBERSHIP CONFIRMATION'. The main content area is white and contains a thank-you message: 'Thank you for your membership to Learning from Buddha College and Seminary. Your Auditing Student membership is now active.' Below this, it states: 'Below are details about your membership account. A welcome email has been sent to rjuser102@gmail.com.' The account details are: 'Account: Rj User2 (rjuser102@gmail.com)' and 'Membership Level: Auditing Student'. At the bottom left, there is a dark red button labeled 'VIEW YOUR ACCOUNT' with a red arrow pointing to it.

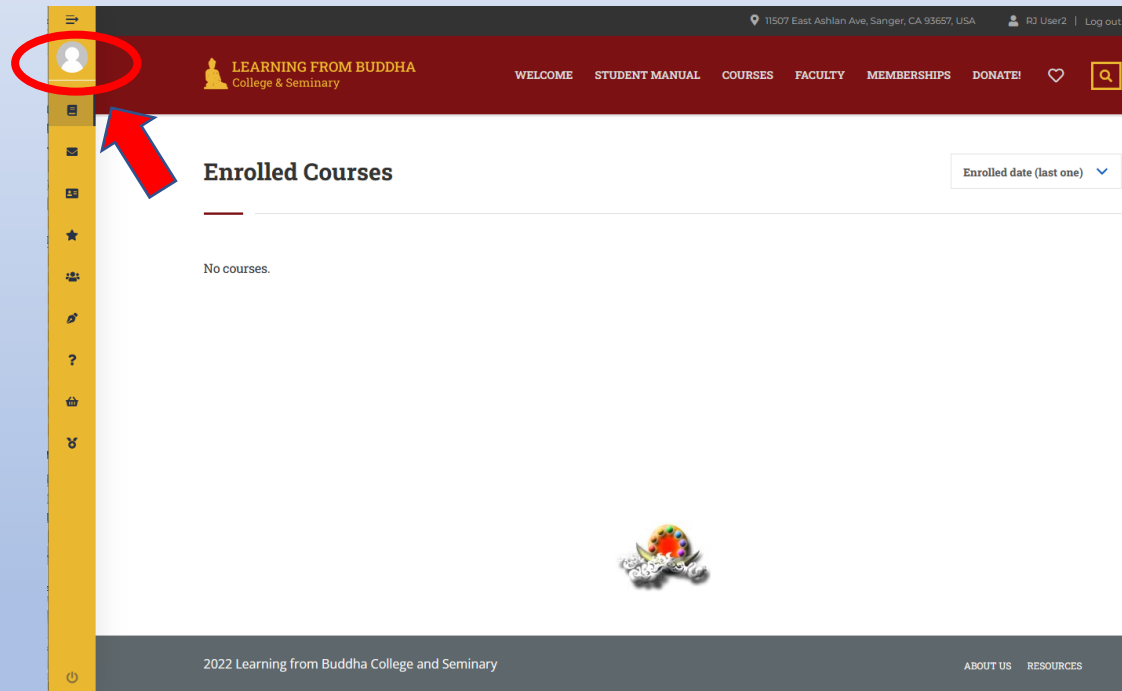
- When your submission is successful, you will arrive at the *Membership Confirmation* page
- You are now logged in to the LFBCS website with the User ID and password you created
- Any time you want to log in to the LFBCS website you will use this ID and password, so be sure to keep it in a safe place

My Enrolled Courses



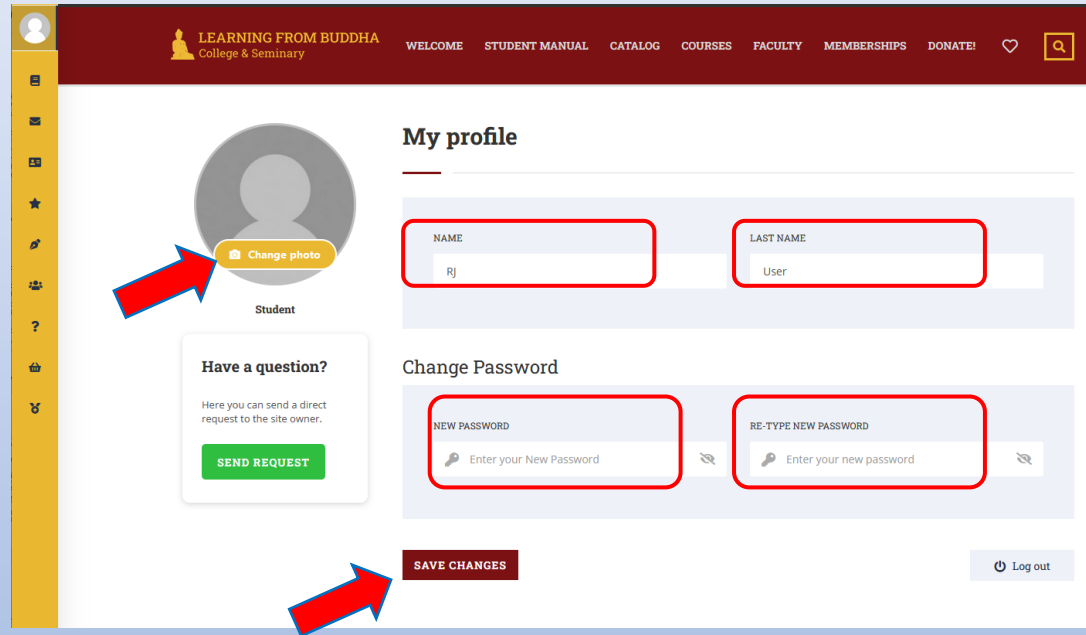
- If you clicked on the *View My Account* button you will arrive at your *Enrolled Courses* page, which will be empty if you just created your ID
- You can return to your Enrolled Courses at any time by clicking on the circled icon in the gold sidebar
- Check out the User Guide on *How to Enroll in a Course* to get access to the courses

Please add a picture to your profile



- Access your profile by clicking on the circled icon in the gold sidebar

Adding a picture to your profile



- Click on the shadow picture to upload a picture of yourself
- You can change or add your name in this screen
- You can change your password in this screen
- When everything is the way you want it, click on *Save Changes*
- **Scroll down** if you don't see *Save Changes*

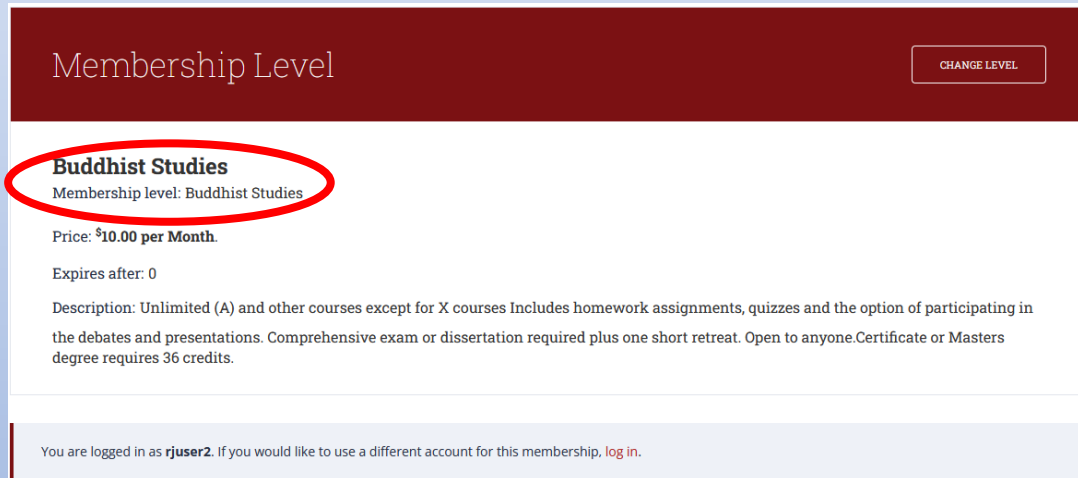
Getting a Paid Membership

The screenshot shows the website for Learning From Buddha College & Seminary. The navigation menu includes: WELCOME, STUDENT MANUAL, COURSES, FACULTY, MEMBERSHIPS (highlighted), DONATE!, a heart icon, and a search icon. The main heading is "TYPES OF LFBCS MEMBERSHIPS". Below this, the page title is "Membership plans". There are three membership options:

Auditing Student	Buddhist Studies	Xiuxing Seminary
Free YOUR LEVEL	\$10.00 GET NOW	\$15.00 GET NOW
	per month	per month
Courses included: unlim	Courses included: unlim	Courses included: unlim
Unlimited (A) Courses Get access to preliminary translations of most of the Dharma Discourses and Holy Texts. As an Auditing Student you are not able to participate in quizzes, debates, or other	Unlimited (A) and other courses except for X courses Includes homework assignments, quizzes and the option of participating in the debates and presentations. Comprehensive exam or	All courses including X courses More focus on esoteric practice. Includes homework assignments, quizzes and required participation in the debates and presentations. Comprehensive exam and

- Click on *Memberships* in the top menu of any page
- Click on *Get Now* for the Membership Plan you would like to purchase
- You need to log in to PayPal to complete the checkout process
- If you don't have a PayPal account, create one at <https://www.paypal.com/> and then return here
- If you can't use PayPal, please write to donate@xuanfa.net to make other arrangements

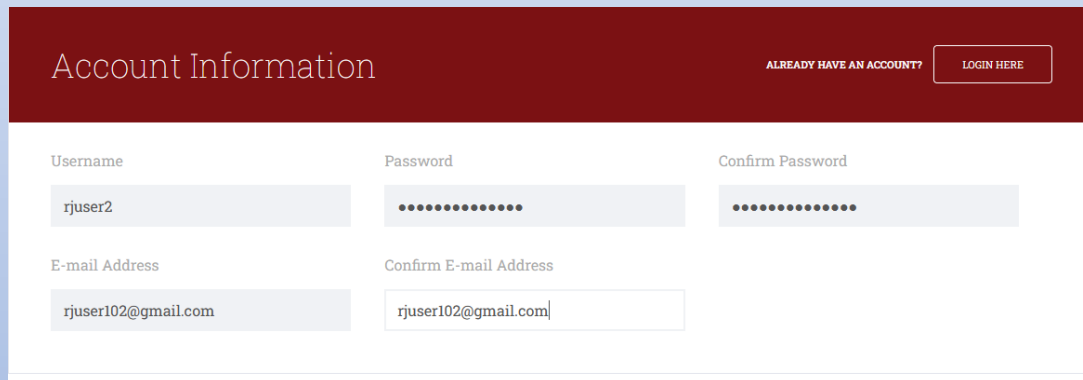
Paid Membership Checkout - 1



The screenshot shows a membership checkout interface. At the top, there is a dark red header with the text "Membership Level" on the left and a "CHANGE LEVEL" button on the right. Below the header, the selected membership level is "Buddhist Studies", which is circled in red. Underneath, it says "Membership level: Buddhist Studies", "Price: \$10.00 per Month.", and "Expires after: 0". A detailed description follows: "Description: Unlimited (A) and other courses except for X courses Includes homework assignments, quizzes and the option of participating in the debates and presentations. Comprehensive exam or dissertation required plus one short retreat. Open to anyone. Certificate or Masters degree requires 36 credits." At the bottom of the page, a grey bar contains the text: "You are logged in as **rjuser2**. If you would like to use a different account for this membership, [log in](#)."

- You arrive at the *Membership Checkout* page
- This is a very long page and you must **scroll down** to see it all
- Verify that you have selected the *Membership Level* you intended to

Paid Membership Checkout - 2



The screenshot shows a registration form titled "Account Information" on a dark red background. In the top right corner, there is a link "ALREADY HAVE AN ACCOUNT?" and a button "LOGIN HERE". The form contains five input fields: "Username" (filled with "rjuser2"), "Password" (masked with dots), "Confirm Password" (masked with dots), "E-mail Address" (filled with "rjuser102@gmail.com"), and "Confirm E-mail Address" (filled with "rjuser102@gmail.com").

- **Scroll down** to the *Account Information* section
- Verify that your account information is correct

Paid Membership Checkout - 3

Billing Address

First Name	Last Name
<input type="text" value="RJ"/>	<input type="text" value="User2"/>
Address 1	Address 2
<input type="text" value="Your address"/>	<input type="text"/>
City	State
<input type="text" value="Your city"/>	<input type="text" value="Your state"/>
Postal Code	Country
<input type="text" value="Your postal code"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="United States"/>
Phone	
<input type="text" value="Your phone number (with country code if not US)"/>	


- **Scroll down** to the *Billing Address* section
- Verify that your billing address information is correct
- If you are outside the US, select the correct country. You will need to put *something* in the *State* and *Postal Code* boxes even if they don't make sense
- If you are outside the US, please include the country code with your phone number

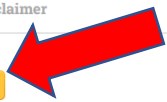
Paid Membership Checkout - 4

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I agree to the Disclaimer


Check out with 



- **Scroll down** and read the Disclaimer
- Check the box indicating you agree to the Disclaimer
- Click on the *Checkout with PayPal* button
- If you are returned to this same page you need to correct something before you can check out. Verify that all the fields are filled in and correct

Paid Membership Checkout - 5

Xuanfa Institute

🛒 \$10.00 USD ▾

Pay with PayPal English ▾

 Show

[Log In](#)


[Create an Account](#)




- If your browser is not already logged in to PayPal, you will see this screen where you must login with your PayPal account
- If your browser is already logged in to PayPal, you may be directed to your PayPal checkout screen
- You may also arrive at some other PayPal screen and need to follow the instructions there

Paid Membership Checkout - 6



Xuanfa Institute


 🛒 \$10.00 USD

Hi  [Not you?](#)

Information from Xuanfa Institute
Buddhist Studies at Learning from Buddha College and Seminary

Pay with [Change >](#)

 Bank of America MasterCard Credit
Cred 

I want to use MasterCard  for automatic payments to Xuanfa Institute. I understand that if this payment method is declined or expired, the payment method used will follow [PayPal Policies](#) and that if I hold a balance with PayPal, that balance will be used first to complete my payment. I can also change my payment method or cancel this authorization any time in my Settings.

[View PayPal Policies](#) and your payment method rights.

[Agree & Continue](#)

You'll be able to review your order before you complete your purchase.

This transaction will appear on your statement as PayPal * XUANFAINSTL

[Cancel and return to Xuanfa Institute](#) [Policies](#) [Terms](#) [Privacy](#) © 1999 - 2022

- Once you have logged into your existing PayPal account, the rest of the checkout procedure will be familiar to you
- You can use any of your existing payment methods
- *If you are outside the US, be sure to decide if you want to allow PayPal to handle the currency conversion to USD*
- Click on *Agree & Continue*

Paid Membership Checkout - 7

MEMBERSHIP CHECKOUT

LEARNING FROM BUDDHA COLLEGE AND SEMINARY > MEMBERSHIP ACCOUNT > MEMBERSHIP CHECKOUT

Almost done. Review the membership information and pricing below then **click the "Complete Payment" button** to finish your order.

Membership Level

CHANGE LEVEL

Buddhist Studies

Membership level: Buddhist Studies

Price: \$10.00 per Month.

Expires after: 0

Description: Unlimited (A) and other courses except for X courses Includes homework assignments, quizzes and the option of participating in the debates and presentations. Comprehensive exam or dissertation required plus one short retreat. Open to anyone. Certificate or Masters degree requires 36 credits.

COMPLETE PAYMENT »

- After you finish checking out in the PayPal screen, you are returned to *Membership Checkout* to review your purchase
- When you are satisfied that everything is correct, click on *Complete Payment*
- Your purchase has not happened until you complete this step

Paid Membership Checkout - 8

MEMBERSHIP CONFIRMATION

LEARNING FROM BUDDHA COLLEGE AND SEMINARY > MEMBERSHIP ACCOUNT > MEMBERSHIP CONFIRMATION

Thank you for your membership to Learning from Buddha College and Seminary. Your Buddhist Studies membership is now active.

Below are details about your membership account and a receipt for your initial membership invoice. A welcome email with a copy of your initial membership invoice has been sent to rjuser101@gmail.com.

Invoice #AB2A48D20E on March 17, 2022

- Account : RJUser (rjuser101@gmail.com)
- Membership Level : Buddhist Studies

Billing Address

PayPal Express

Total Billed
\$10.00

[VIEW YOUR ACCOUNT](#)

- You are now taken to the *Membership Confirmation* page to view your invoice
- You will also receive email confirmation
- You can log in to your PayPal account to see the charge at any time