

Tuto pour passer en Prépaiement (et ainsi arrêter le prélèvement auto)

1/ une fois sur Opuss ([Opuss UNSS](https://opuss.unss.org/gestion) : <https://opuss.unss.org/gestion>), cliquez sur le nom de votre établissement.

The screenshot shows the Opuss UNSS management interface. The browser address bar displays <https://opuss.unss.org/gestion>. The top navigation bar includes the UNSS logo, a search icon, and the text "Opuss V2 : Ouvert 2021 - 2022". The user's profile is shown as "AS 13350 / Lycée professionnel Camille Claudel / Lyon 4e" with the role "Gestionnaire Association" and the name "Marc THERET". The main dashboard features a sidebar with navigation options: Accueil, Structures, Licences, Jeunes Officiels, Contenu informatif, and Compétitions. The central area displays a "SAISON 2021 - 2022" banner and several data cards: "Licences" (0 / jour), "Affiliations" (0 en attente de validation), and "Jeunes officiels" (Certifications : 0). There are also buttons for "Ma structure", "Mes jeunes officiels", "Mes licenciés", "M'affilier", "Mes compétitions", "Mes résultats", "Mon calendrier", and "Mes articles". A search bar at the bottom left contains the text "Taper ici pour rechercher".

2/ cliquez sur Banque

The screenshot shows the Opuss UNSS structure information page. The browser address bar displays <https://opuss.unss.org/structures/fiche/5162/infos>. The top navigation bar includes the UNSS logo, a search icon, and the text "Opuss V2 : Ouvert 2021 - 2022". The user's profile is shown as "AS 13350 / Lycée professionnel Camille Claudel / Lyon 4e" with the role "Gestionnaire Association" and the name "Marc THERET". The main content area displays the structure name "AS 13350 / Lycée professionnel Camille Claudel / Lyon 4e" and a list of categories: "AS13350", "Association", "Lycée professionnel", "Zone Urbaine", "Lyon", "Rhône", and "69:RHÔNE LP". A "Calendrier" button is visible. Below the structure name, there are icons for "Tableau de bord", "Informations", "Affiliations", "Licenciés", "J.O.", "Animateurs", "Accompagnateurs", "Droits", "Banque", and "QRCode". The "Banque" menu item is circled in red. The main content area shows a "Logo" section with a portrait of a woman, and a table of structure information: "AS 13350" (Actif Association), "Code : AS13350", "Nom court de la structure : AS 13350", "N° de SIRET : 19690125000015", "Assurances AS : Autre", and "Nom de l'assurance : MAE". There are also sections for "Activités encadrées" (6) and "Sections sportives" (0), with a list of sports: Badminton, Cross country, Escalade, Futsal, and Volley Ball.

3/ cliquez sur Informations Bancaires

The screenshot shows the UNSS website interface for the structure 'AS 13350 / Lycée professionnel Camille Claudel / Lyon 4e'. The user is logged in as Marc THERET. The left sidebar contains navigation options like 'SAISON' (2021-2022) and 'ESPACE FÉDÉRAL' (Accueil, Structures, Licences, etc.). The main content area has a top navigation bar with 'Informations', 'Affiliations', 'Licenciés', 'J.O.', 'Animateurs', 'Accompagnateurs', 'Droits', 'Banque', and 'QRCode'. Below this, there's a 'Logo' section with a portrait of Camille Claudel, a 'Structure' section with details for AS 13350 (Code: AS13350, SIRET: 19690125000015, Assurances: Autre, MAE), and a 'Sport' section with icons for Badminton, Escalade, Gymnastique, Cross country, Futsal, and Volley Ball. The 'Informations Bancaires' menu item in the top bar is circled in red.

4/ cliquez sur la coche (v) ici entourée en rouge

The screenshot shows the 'Informations Bancaires' page for AS 13350. The left sidebar is the same as in the previous screenshot. The main content area is divided into two columns. The left column shows 'Compte' details: 'Position du compte : Actif', 'Type de Paiement : Prépaiement', 'Domiciliation : SOCIETE GENERALE', and 'Titulaire : UNSS SR LYON'. The right column shows 'Compte RIB - Identifiant National de Compte - Service régional Lyon' with a table of details. A dropdown arrow icon in the top right corner of the RIB section is circled in red.

Pays	Etablissement	Guichet	N° Compte	Clé RIB
France	30003	01209	00037261696	90

5/ cliquez sur Modifier le compte bancaire

The screenshot shows the UNSS website interface. The top navigation bar includes the UNSS logo, a search icon, and the current season 'Opuss V2 : Ouvert 2021 - 2022'. The user is logged in as 'Marc THERET'. The main content area displays the structure 'AS 13350 / Lycée professionnel Camille Claudel / Lyon 4e'. A sidebar on the left contains navigation options like 'SAISON', 'ESPACE FÉDÉRAL', and 'Structures'. The 'Compte' section is active, showing details for 'Compte RIB - Identifiant National de Compte'. A red circle highlights the 'Modifier le compte bancaire' link in the top right corner of the RIB table.

Pays	Etablissement	Guichet	N° Compte	Code RIB
France	30003	01209	00037261696	90

6/ cliquez sur la coche (v) ici entourée en rouge

The screenshot shows the 'Modifier le compte bancaire' page. The top navigation bar and user information are the same as in the previous screenshot. The main content area displays the structure 'AS 13350 / Lycée professionnel Camille Claudel / Lyon 4e'. The 'Etat du compte' and 'Mode de paiement' sections are visible. The 'Mode de paiement' dropdown menu is open, and a red circle highlights the downward arrow icon. At the bottom right, there are 'Retour' and 'Enregistrer' buttons.

Etat du compte	Mode de paiement
Position du compte * : Actif	Type de Paiement : Prépaiement

7/ sélectionnez Prépaiement

The screenshot shows the UNSS website interface for managing a bank account. The page title is "AS 13350 / Lycée professionnel Camille Claudel / Lyon 4e". The user is logged in as "Marc THERET". The main content area is titled "Etat du compte" and "Mode de paiement". The "Mode de paiement" dropdown menu is open, showing three options: "Prépaiement", "Prélèvement automatique", and "Prépaiement". The second "Prépaiement" option is highlighted in blue and circled in red. The "Position du compte" is set to "Actif". The page footer includes "© Exalto 2021" and social media icons for Support, Documentation, Facebook, and Instagram.

8/ Enregistrez

The screenshot shows the same UNSS website interface as the previous one, but now the "Enregistrer" button is circled in red. The "Mode de paiement" dropdown menu is still open, and the "Prépaiement" option is selected. The "Position du compte" is still "Actif". The page footer includes "© Exalto 2021" and social media icons for Support, Documentation, Facebook, and Instagram.