

Our online payment system has undergone dramatic improvements and is now ready for use. You will now be able to enroll, make payments and monitor balances with a few easy clicks. The new system will also allow you keep up to date on the group's progress and receive messages from us about our trip together.

## **REGISTRATION**

Create an account to register yourself, your child or any other travelers to a travel group. Just click the 'Register now' button or select the 'Register/Login' button on the top right.

1. In the LOG IN window, click on 'Create an account' which brings up the account registration. You will need to enter your email address and create a password.
2. The PERSONAL DETAILS window is information about you, the account owner. At least one phone number is required.
3. The TRAVELER DETAILS window is information about your travelers. If more than one family member will be traveling, select "Add Traveler".
4. You can select "Continue" once your account has been created to visit your personal account page.

## **BOOKING A TRIP**

In your MY ACCOUNT page, you can now register for a travel group by clicking on the 'Book a new trip' button. You will be given the booking number before your parent/student informational meeting.

1. In the window, you will enter Your booking number and the trip details will populate below. You will select the traveler for this trip and the desired travel package, which is the rooming configuration.
2. Next, read the Release of Liability and Cancellation Policy which includes information about travel insurance, then check the box acknowledging your agreement of these terms to continue.
3. Click "Book Now". Should you wish to receive information about Berkshire Hathaway Travel Protection insurance, please click the box expressing interest and we will be in touch.
4. Confirm your registration and you're done with that traveler. Should more than one family member be traveling, please click on the name of the next traveler and repeat this process.

## **MAKING PAYMENTS**

After registration, payment will need to be made. From the 'My Trips' page, click on 'Make payment' on the trip you'd like to make a payment on.

1. In the payment window enter the payment amount and select the payment method, either Paypal or Credit Card, then enter your credit card details or log in through Paypal to apply a payment. Repeat the same process for each traveler.
2. After a payment is made, you can view your receipt by clicking on the receipt number. The new balance will display just above the "Make Payment" button on your trip.
3. Should you want to see a list of payments made, click on the "My Payments" tab. All payments will be listed and a receipt can be viewed for each by clicking on the receipt link.