



INFORMATION FOR NEW CC PORTAL

Registering for this portal gives you access to previously made payments and billing information for your participant(s) & cc payment options for your new trip payment and/or trip insurance payments. This is not **re-registering** your participant if you have previously made a credit card payment or check payment for them. Checks will show up once ETI has posted them.

For those that have previously paid by checks or are paying by check, they can register on this portal and view payments and billing for that participant(s).

Your new User Id (email address & password) is good for one or multiple participants for as many trips as you are signing/signed them up for.

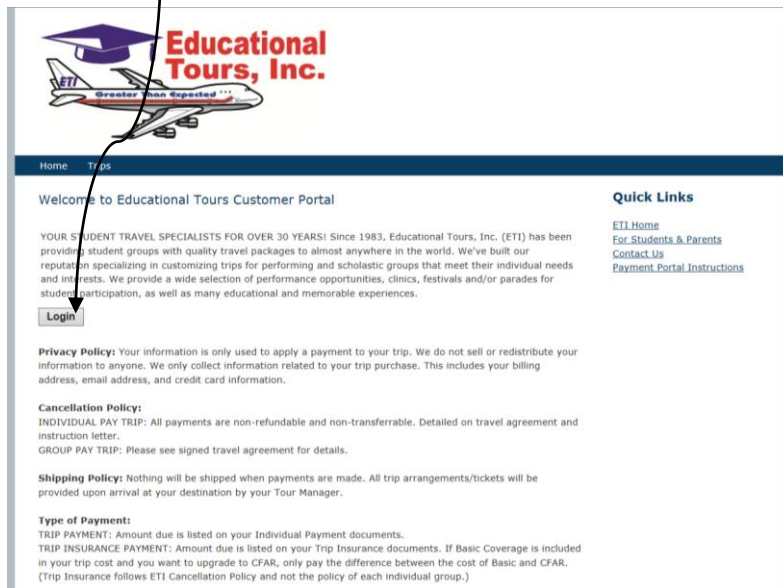
Add a trip is only for future trips (as in a new trip in 2015) as each trip has its own unique number.

If Mom or Dad set up the account and there is someone else that wants to make a payment for the participant, they can still do so under the initial account. They would just need the ID (which is email address) and password. Once in, they will just need to change the credit card information and make their payment.

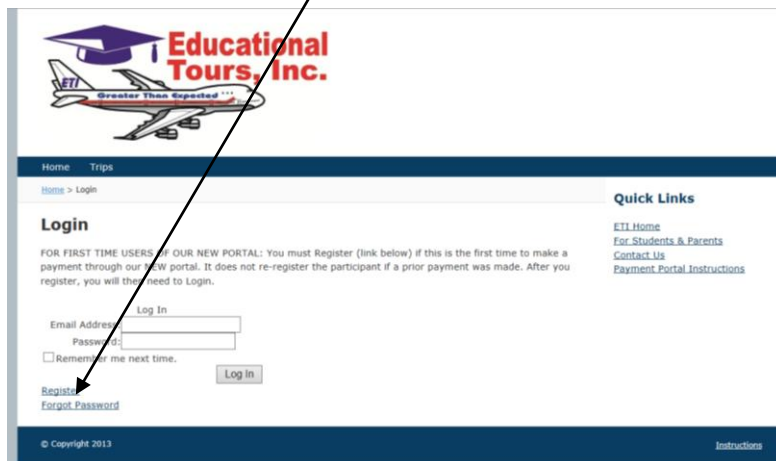
Instructions are below for your initial set up

INITIAL SET UP / LOGIN / ADD TRIP & PARTICIPANT / MAKE A PAYMENT


CLICK ON Login. This will take you to the Login in page where you can register or Login.



1. To Register click on the link. This will allow you to do the initial set up on our payment portal. You will not need to do this step again after this initial set up.



2. You will need to know the Trip # for the group that you are setting up. Enter all information and then click the register button



Home Trips

Trip #:

Email Address:

Password:

Confirm Password:

Billing Information

First Name:

Last Name:

Phone Number:


Street Address:

City:

State:

Zip Code:

3. This will take you back to the login page. Now enter your email and password that you just set up and click Log In



Home Trips

[Home](#) > [Login](#)

Quick Links

- [ETI Home](#)
- [For Students & Parents](#)
- [Contact Us](#)
- [Payment Portal Instructions](#)

Login

FOR FIRST TIME USERS OF OUR NEW PORTAL: You must Register (link below) if this is the first time to make a payment through our NEW portal. It does not re-register the participant if a prior payment was made. After you register, you will then need to Login.

Email Address:

Password:

☐ Remember me next time.

[Register](#)

[Forgot Password](#)

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4. If your trip is not there.... Add it using the trip # then click on Add Trip

Educational Tours, Inc.
Greater than expected...

Home Trips

Home > Trips

Trips

If your trip is not listed, enter the trip number and click "Add Trip". If the trip participant's name is not listed, click on "Add Participant" and enter the appropriate data. If the participant is already listed, click on "Pay" to make a payment. If a prior payment was made for this participant either by check or through our old Payment Portal by credit card, that data will be reflected on this page the next time you log in.

View your past and present trips here.

Active Trips

Add Trip

5. Your trip will then show up and will look similar to the below test trip. You can then add your participant by clicking on Add Participant

Home Trips

Home > Trips

Trips

If your trip is not listed, enter the trip number and click "Add Trip". If the trip participant's name is not listed, click on "Add Participant" and enter the appropriate data. If the participant is already listed, click on "Pay" to make a payment. If a prior payment was made for this participant either by check or through our old Payment Portal by credit card, that data will be reflected on this page the next time you log in.

View your past and present trips here.

Active Trips

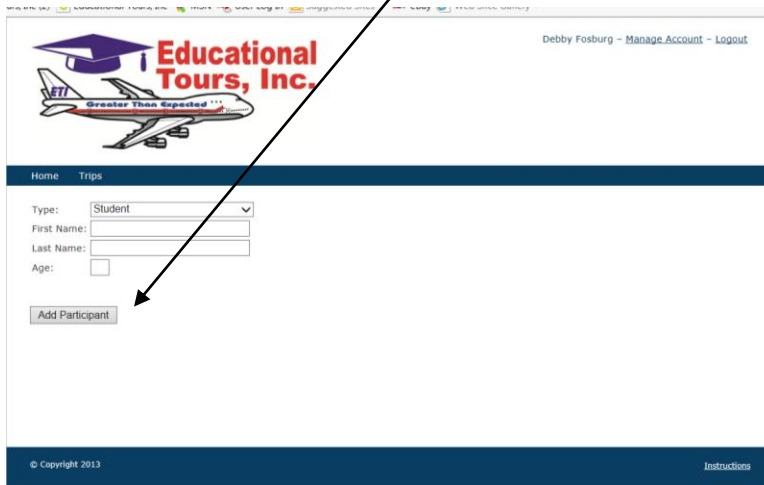
Add Trip

Trip #	Trip Name	Trip Departure	Trip Return	Trip Status
15-90909	Test Becky Site2123	3/6/2015	3/12/2015	Non-Contracted Add Participant Billable: \$5,685.25 Paid: \$604.05 Due: \$5,081.20 OverDue: \$0.00

6 Participants

First	Last	Age	Billed	Adjusted	Paid	Due	Overdue
John	Smith	18	\$275.00	\$0.00	\$2.00	\$273.00	\$0.00
Jane	Smith	18	\$275.00	\$0.00	\$2.00	\$273.00	\$0.00
Ryan	Smith	28	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
t	t	13	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
TEST	TEST	28	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
Becky	Testabc		\$275.00	\$0.00	\$600.05	-\$325.05	\$0.00

- For type use the drop down and select from Adult / Student/ Child. Fill in the remaining boxes (no age needed for adult). Click on Add participant.



Debbie Fosburg - Manage Account - Logout

Home Trips

Type:

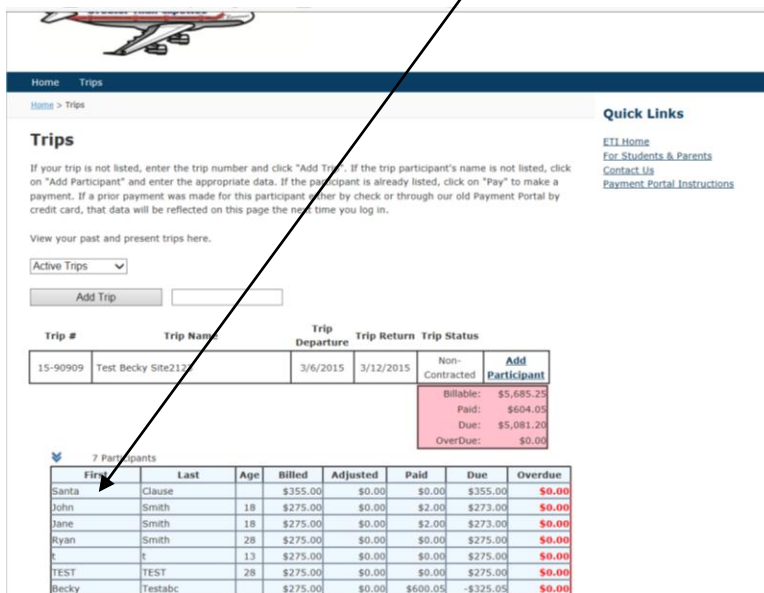
First Name:

Last Name:

Age:

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- Your participant name will be populated.



Home Trips

[Home > Trips](#)

Trips

If your trip is not listed, enter the trip number and click "Add Trip". If the trip participant's name is not listed, click on "Add Participant" and enter the appropriate data. If the participant is already listed, click on "Pay" to make a payment. If a prior payment was made for this participant, enter by check or through our old Payment Portal by credit card, that data will be reflected on this page the next time you log in.

View your past and present trips here.

Active Trips

Trip #	Trip Name	Trip Departure	Trip Return	Trip Status
15-90909	Test Becky Site211	3/6/2015	3/12/2015	Non-Contracted

7 Participants

First	Last	Age	Billed	Adjusted	Paid	Due	Overdue
Santa	Clause		\$355.00	\$0.00	\$0.00	\$355.00	\$0.00
John	Smith	18	\$275.00	\$0.00	\$2.00	\$273.00	\$0.00
Jane	Smith	18	\$275.00	\$0.00	\$2.00	\$273.00	\$0.00
Ryan	Smith	28	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
t		13	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
TEST	TEST	28	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
Becky	Testabc		\$275.00	\$0.00	\$600.05	-\$325.05	\$0.00

8. Next to the participant name on the far right is the pay tab... click on that and it will take you to the payment information screen. (the test trip does not have that tab).

Active Trips

Add Trip

Trip #	Trip Name	Trip Departure	Trip Return	Trip Status	
15-90909	Test Becky Site2123	3/6/2015	3/12/2015	Non-Contracted	Add Participant

7 Participants

First	Last	Age	Billed	Adjusted	Paid	Due	Overdue
Santa	Clause	18	\$355.00	\$0.00	\$0.00	\$355.00	\$0.00
John	Smith	18	\$275.00	\$0.00	\$2.00	\$273.00	\$0.00
Jane	Smith	18	\$275.00	\$0.00	\$2.00	\$273.00	\$0.00
Ryan	Smith	28	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
t		13	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
TEST	TEST	28	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
Becky	Testabc		\$275.00	\$0.00	\$600.05	-\$325.05	\$0.00

View of actual trip:

Contracted

Add Participant Pay

Billed: \$81,514.70
Paid: \$50,634.00
Due: \$30,880.70
OverDue: \$0.00

4 Participants

First	Last	Age	Billed	Adjusted	Paid	Due	Overdue
							\$0.00 Pay
							\$0.00 Pay
							\$0.00 Pay
							\$0.00 Pay

9. It will populate with the correct billing information at the top left corner. Enter your Credit Card Information. Enter the dollar amounts you want to pay for the trip and if applicable for the trip insurance. If this is not an individual pay trip, only the trip insurance amount will be available for entry. When done, click on submit. You will receive an email confirmation of your payment.

Home Trips

Trip Information

Billed:	\$614.00
+/- Adjustments:	\$0.00
- Payments:	\$155.00
Due:	\$459.00
Overdue:	(\$155.00)

Credit Card Information

First Name: Last Name:

Street Address:

City: State: Zip Code:

Phone Number:

Payment Amount:

Insurance Amount:


Total Amount:

Creditcard Number:

Expiration Month: 01

Expiration Year: 13

Security Code:



Submit

10. You can manage your account by clicking on Manage Account. This will take you back to the screen where you set up your password and billing information.

