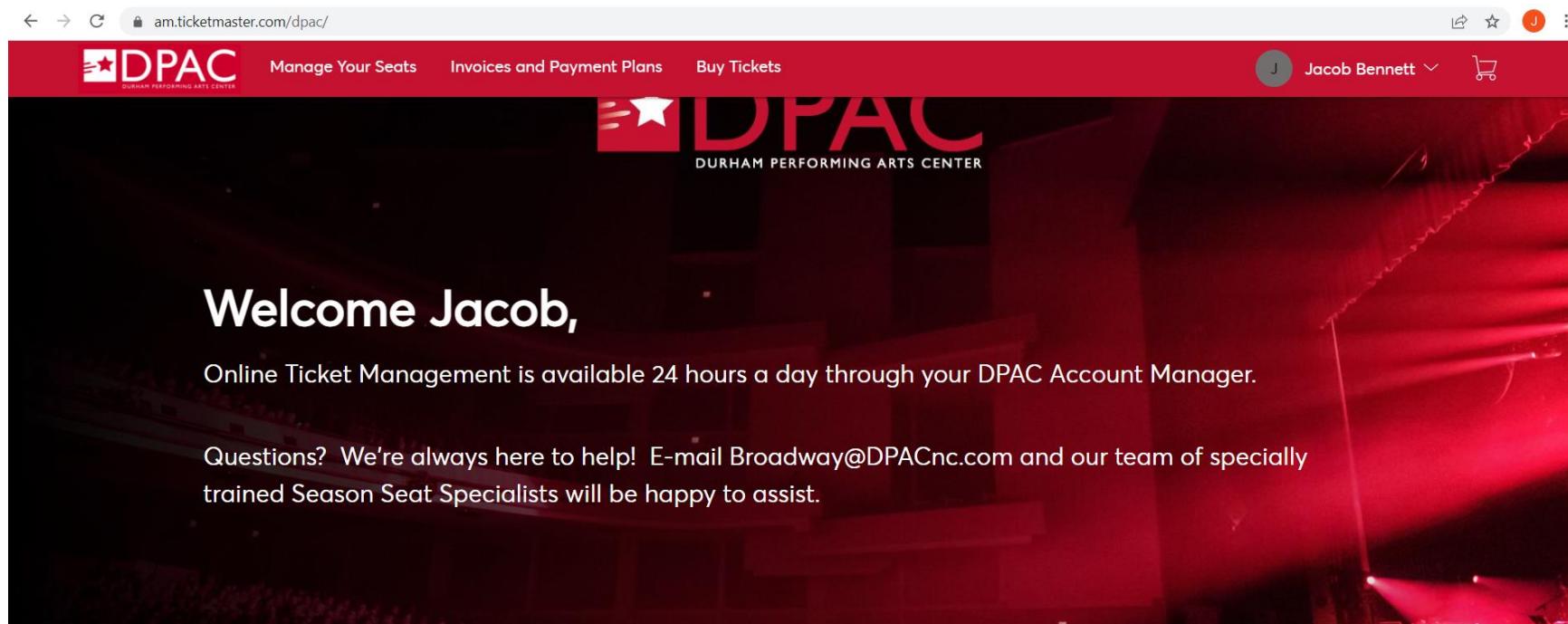


Account Manager Guide – Renew Your Season Seats Via DPAC Account Manager

1. Log into your online account manager by entering your email address and password.

Note: If you do not remember your password, click “Forgot your Password” to reset it.

2. After you have logged in, you will see this welcome page



3. Click on the option that reads “Invoices and Payment Plans” at the top of the screen.

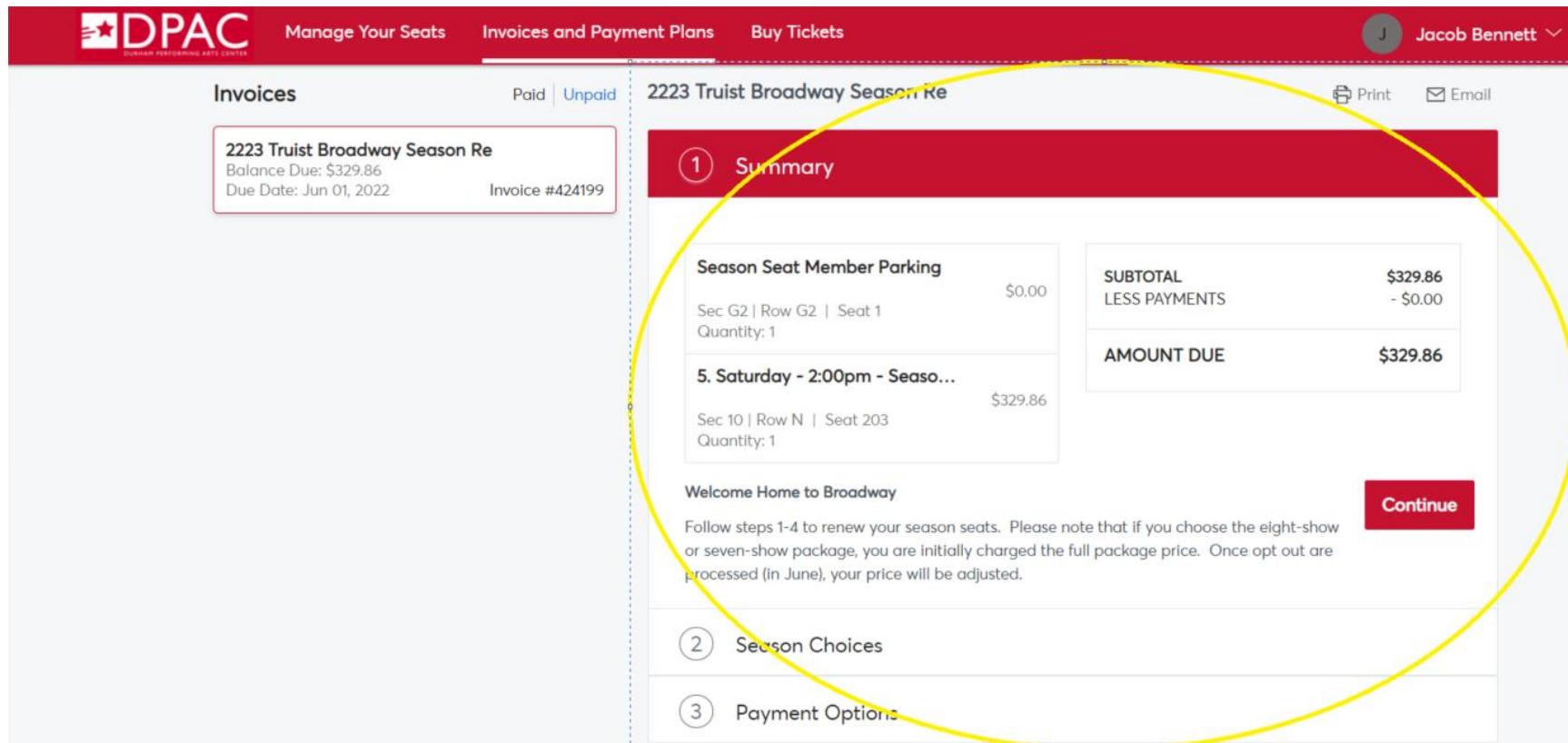


4. Click on the invoice that reads “2223 Truist Broadway Season Re”

The screenshot shows the "Invoices" page on the DPAC website. The top navigation bar is visible with the "Invoices and Payment Plans" link highlighted. The main content area is titled "Invoices" and shows a list of invoices. One invoice is highlighted with a yellow circle: "2223 Truist Broadway Season Re", with a balance due of \$329.86 and a due date of Jun 01, 2022. The invoice number is 424199. To the right of the invoice list is a "Summary" section. The summary table includes rows for "Season Seat Member Parking" (Quantity: 1, \$0.00), "SUBTOTAL LESS PAYMENTS" (\$329.86 - \$0.00), and a final empty row. There are "Print" and "Email" buttons at the top right of the summary section.

Season Seat Member Parking	\$0.00
Sec G2 Row G2 Seat 1	
Quantity: 1	
SUBTOTAL	\$329.86
LESS PAYMENTS	-\$0.00

5. You will be directed to a page that lists of a summary of your 2022 / 2023 Truist Broadway Renewal items. Click the red “Continue” box.



DPAC DURHAM PERFORMING ARTS CENTER

Manage Your Seats Invoices and Payment Plans Buy Tickets

J Jacob Bennett

Invoices Paid Unpaid

2223 Truist Broadway Season Re

Balance Due: \$329.86
Due Date: Jun 01, 2022
Invoice #424199

2223 Truist Broadway Season Re

① Summary

Season Seat Member Parking \$0.00
Sec G2 | Row G2 | Seat 1
Quantity: 1

5. Saturday - 2:00pm - Seaso... \$329.86
Sec 10 | Row N | Seat 203
Quantity: 1

SUBTOTAL \$329.86
LESS PAYMENTS -\$0.00

AMOUNT DUE \$329.86

Welcome Home to Broadway
Follow steps 1-4 to renew your season seats. Please note that if you choose the eight-show or seven-show package, you are initially charged the full package price. Once opt out are processed (in June), your price will be adjusted.

② Season Choices

③ Payment Options

Print Email Continue

6. You will then be asked questions about opting out of one or two performances, changing your parking location, signing up for automatic renewal for the 2023 / 2024 Truist Broadway Season and upgrading to the President's Club.

DPAC
DURHAM PERFORMING ARTS CENTER

Manage Your Seats Invoices and Payment Plans Buy Tickets

J Jacob Bennett

Invoices Paid | Unpaid 2223 Truist Broadway Season Re

Print Email

2223 Truist Broadway Season Re
Balance Due: \$329.86
Due Date: Jun 01, 2022
Invoice #424199

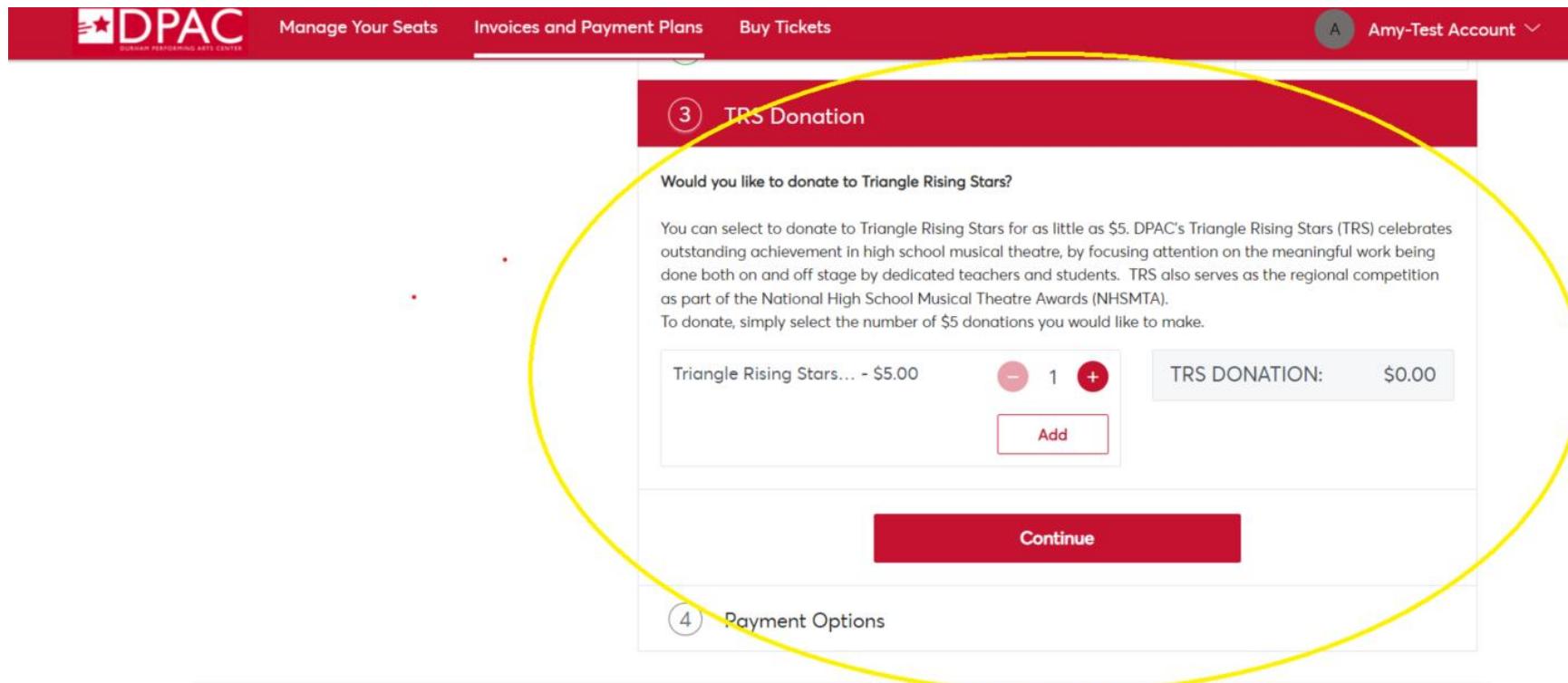
② Season Choices

Click Start to select additional options related to your Truist Broadway season seats including opt out selection(s).

Once you've completed the survey questions, scroll to the bottom and click "submit" to continue.

Start press Enter ↵
• Takes 1 min

7. You can select to donate to Triangle Rising stars for as little as \$5. If you would like to donate more, simple select the + next to it.



DPAC
DURHAM PERFORMING ARTS CENTER

Manage Your Seats Invoices and Payment Plans Buy Tickets

A Amy-Test Account

3 TRS Donation

Would you like to donate to Triangle Rising Stars?

You can select to donate to Triangle Rising Stars for as little as \$5. DPAC's Triangle Rising Stars (TRS) celebrates outstanding achievement in high school musical theatre, by focusing attention on the meaningful work being done both on and off stage by dedicated teachers and students. TRS also serves as the regional competition as part of the National High School Musical Theatre Awards (NHSMTA). To donate, simply select the number of \$5 donations you would like to make.

Triangle Rising Stars... - \$5.00 - 1 + TRS DONATION: \$0.00

Add

Continue

4 Payment Options

8. You will then select your payment option. If you opt to pay in full, the full amount of your Season Package will be charged to the selected card. If you select a 4-month or 12-month payment plan, the first payment will be charged on July 1st, 2022.

here'. A checkbox for accepting terms and conditions is followed by a red 'Pay Now' button."/>

④ Payment Options

Payment Option

Select Payment Option

Pay In Full

12 Month Payment Plan

4 Month Payment Plan

its de Oca, Exp. 11/22

Split this payment

I Accept [Terms and Conditions](#)

SUBTOTAL
LESS PAYMENTS

\$761.50
-\$0.00

AMOUNT DUE
RENEW MY SEATS

\$761.50
\$761.50

Please note that by purchasing a season seat membership, you agree to the season seat terms and conditions listed on our website [here](#).

I Accept [Terms and Conditions](#)

Pay Now

Charges will be drafted on the first of each following month until the payment plan is complete. Review and agree to the terms and conditions of your Season Seat Member purchase prior to selecting the red "Pay Now" button to complete you renewal.