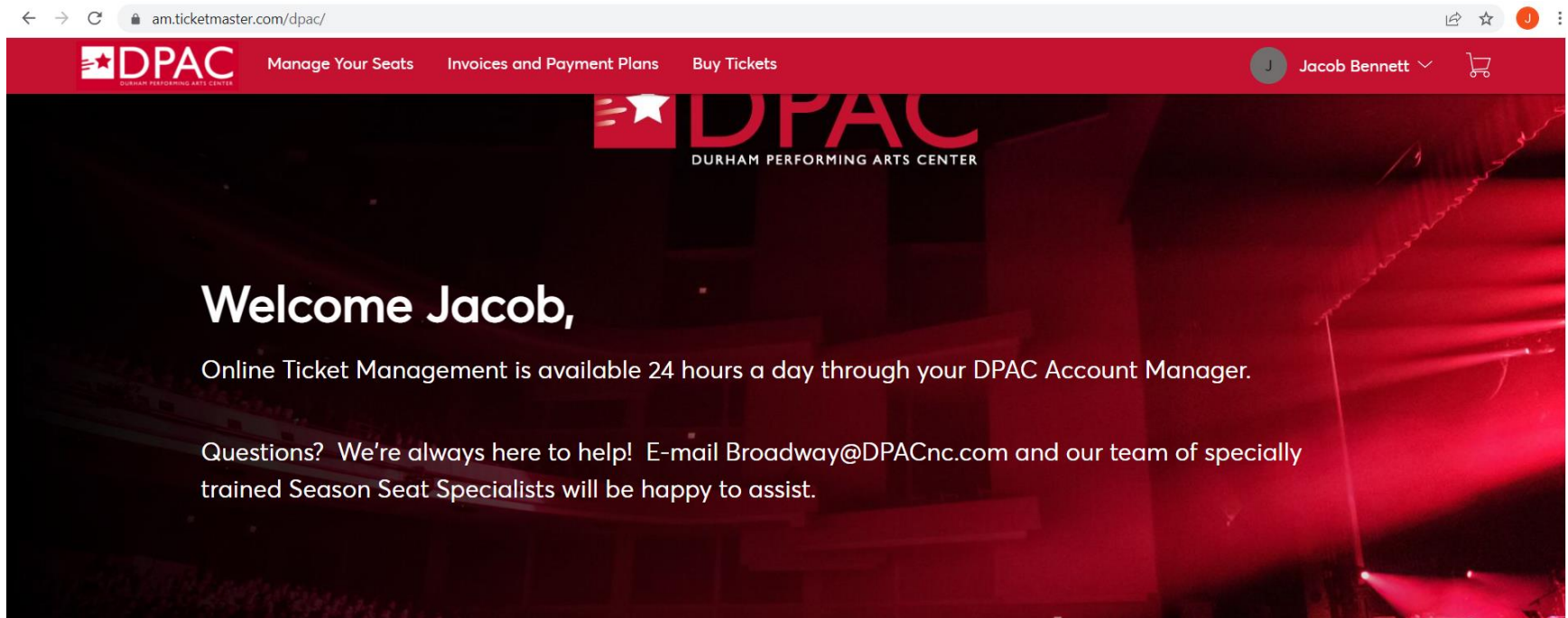


Account Manager Guide – Renew Your Season Seats Via DPAC Account Manager

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.

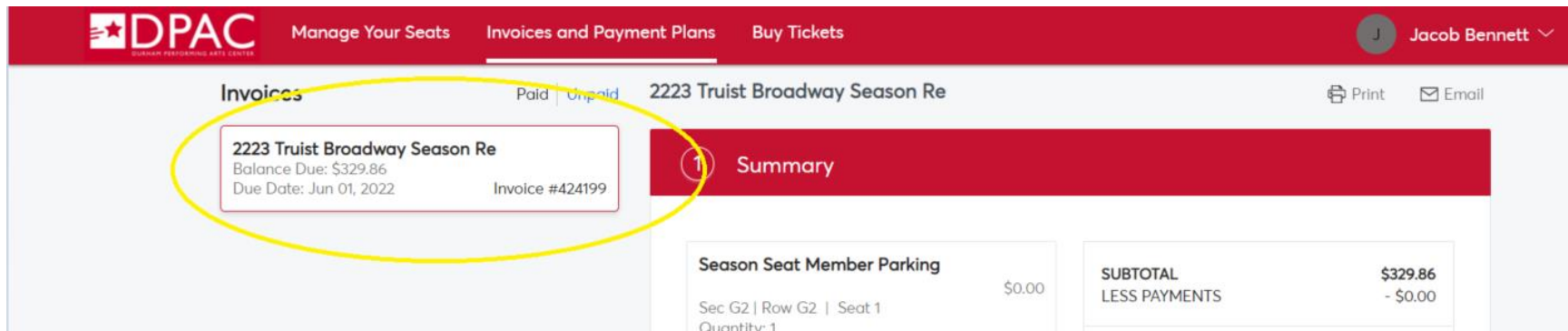
2. After you have logged in, you will see this welcome page



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”



- 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.

The screenshot shows the DPAC (Duke Performing Arts Center) website interface. The top navigation bar includes 'Manage Your Seats', 'Invoices and Payment Plans', and 'Buy Tickets'. The user 'Jacob Bennett' is logged in. The main content area is titled 'Invoices' and shows a list of invoices, with one selected: '2022 Truist Broadway Season Re' with a balance due of \$329.86 and invoice number #424199. The detailed view of this invoice is shown on the right, with a yellow circle highlighting the 'Summary' section. This section includes a table of items and a summary table. Below the items is a 'Welcome Home to Broadway' message and a red 'Continue' button. The bottom of the page shows navigation tabs for 'Season Choices' and 'Payment Options'.

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

2022 Truist Broadway Season Re	
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.

[Continue](#)

② Season Choices

③ Payment Options

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.

The screenshot shows the DPAC (Duke Performing Arts Center) website interface. At the top, there is a navigation bar with the DPAC logo and links for 'Manage Your Seats', 'Invoices and Payment Plans', and 'Buy Tickets'. The user is logged in as 'Jacob Bennett'. The main content area is titled 'Invoices' and shows a specific invoice for '2023 Truist Broadway Season Re' with a balance due of \$329.86 and a due date of June 01, 2022. The invoice is marked as 'Unpaid'. A progress indicator shows 'Summary' as completed and 'Season Choices' as the current step. A yellow circle highlights the 'Season Choices' section, which contains instructions: '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.' A red 'Start' button is located at the bottom of this section, with a note that it 'Takes 1 min'.

DPAC Manage Your Seats Invoices and Payment Plans Buy Tickets J Jacob Bennett

Invoices Paid | Unpaid 2023 Truist Broadway Season Re Print Email

2023 Truist Broadway Season Re
Balance Due: \$329.86
Due Date: Jun 01, 2022 Invoice #424199

AMOUNT DUE
\$329.86

✓ Summary

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.

The screenshot shows the DPAC (Durham Performing Arts Center) website interface. At the top, there is a navigation bar with the DPAC logo and links for "Manage Your Seats", "Invoices and Payment Plans", and "Buy Tickets". A user account "Amy-Test Account" is visible in the top right corner. The main content area is titled "3 TRS Donation" and asks, "Would you like to donate to Triangle Rising Stars?". Below this, a paragraph explains that donations start at \$5 and are used to support high school musical theatre. A quantity selector shows "1" with minus and plus buttons, and an "Add" button. To the right, a summary box shows "TRS DONATION: \$0.00". A red "Continue" button is centered below the form. The next step in the process is labeled "4 Payment Options". A yellow circle highlights the "3 TRS Donation" section.

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.

The screenshot shows a 'Payment Options' form with a red header. A yellow circle highlights the 'Payment Option' section, which includes a dropdown menu with options: 'Select Payment Option', 'Pay In Full', '12 Month Payment Plan', and '4 Month Payment Plan'. To the right of the dropdown is an 'Edit / Add' link and a date selector 'ts de Oca, Exp. 11/22'. Below the dropdown is a checkbox for 'Split this payment'. To the right of the form is a summary table:

SUBTOTAL	\$761.50
LESS PAYMENTS	-\$0.00
AMOUNT DUE	\$761.50
RENEW MY SEATS	\$761.50

Below the table is a note: 'Please note that by purchasing a season seat membership, you agree to the season seat terms and conditions listed on our website [here](#).' Below the note is a checkbox for 'I Accept Terms and Conditions'. At the bottom right is a red 'Pay Now' button.

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.