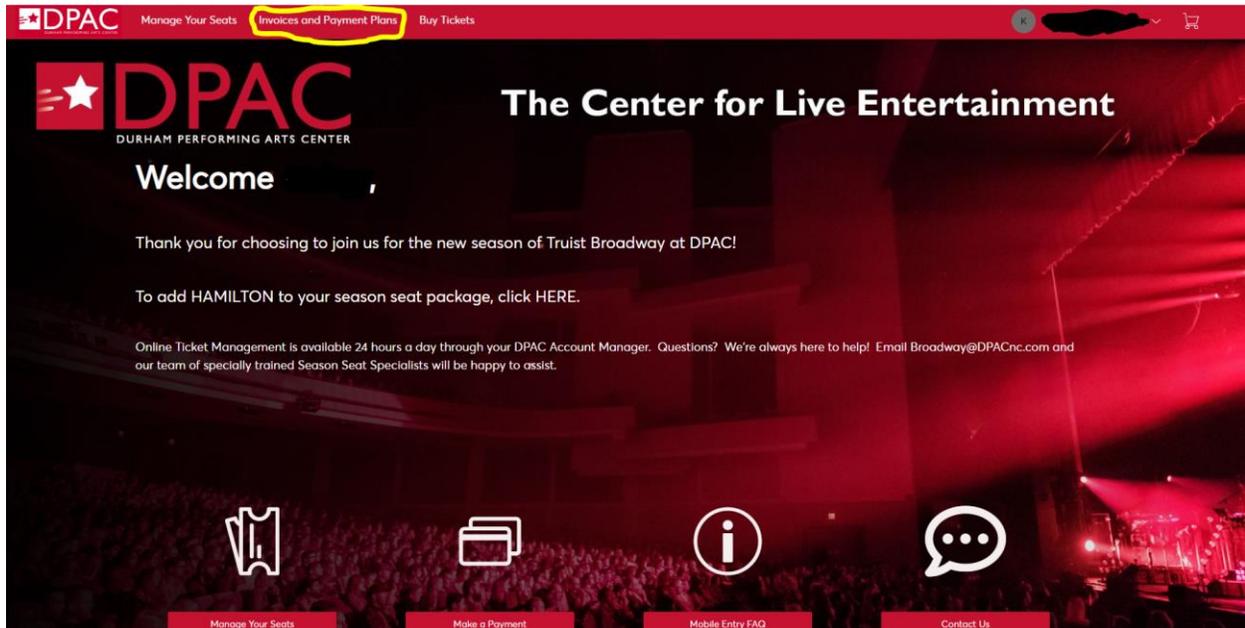


Account Manager Guide – How to Make a Payment on Your Monthly Payment Plan

1. Log into your online Account Manager by entering your email address and password
*Note: If you do not remember your password, click “Forgot Password?” to reset it.
2. After you have logged in, click on the option that reads ‘invoices and Payment Plans’ near the top of the screen.



3. You will be directed to a page displaying the total due on your invoice, along with print/email options. Click the "Make a Payment" button at the bottom of the page to proceed.

Invoices Paid | **Unpaid** 2021 SunTrust Broadway Renewal Print Email

2021 SunTrust Broadway Renewal **PAYMENT PLAN**
Balance Due: \$535.58
Due Date: Aug 01, 2021 Invoice #413902

1 Summary

12 Month Payment Plan View Payment Schedule	SUBTOTAL \$584.27
 1 / 12 Completed	LESS PAYMENTS - \$48.69
Payment Method Edit Payment Method	AMOUNT DUE \$535.58
	NEXT PAYMENT DUE \$48.69
View Invoice Details 	Due Date 08/01/2021

Make a Payment

2 Season Choices

3 Payment Options

4. If you have not previously filled out the "Season Choices" section you will be asked to do so then proceed to the payment options. Please select your payment option from the drop down menu, along with your desired payment method. To complete your payment, please check the "I Accept Term and Conditions" and click the "Pay Now" button at the bottom of the screen.

3 Payment Options

Pay in full here, or select a Payment Plan here. If you choose a payment plan, you will be required to enter the credit card you wish to use. Payments will start July 1, 2019. Please note that if you chose the 7 show package your price will adjust once your opt out is processed (in early July).

Payment Option	View Payment Sche...		
<input type="text" value="12 Month Payment Plan"/>			
Payment Method	Edit / Add		
<input type="text" value="DISCOVER *** [REDACTED]"/>			
CWV		Amount	
<input type="text" value="..."/>		<input type="text" value="\$ 48.69"/>	
<input type="checkbox"/> Split this payment			

SUBTOTAL	\$584.27
LESS PAYMENTS	-\$48.69
12 Month Payment Plan Next installment \$48.69 is due 08/01/2021	
AMOUNT DUE	\$535.58
PAY TODAY	\$48.69

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