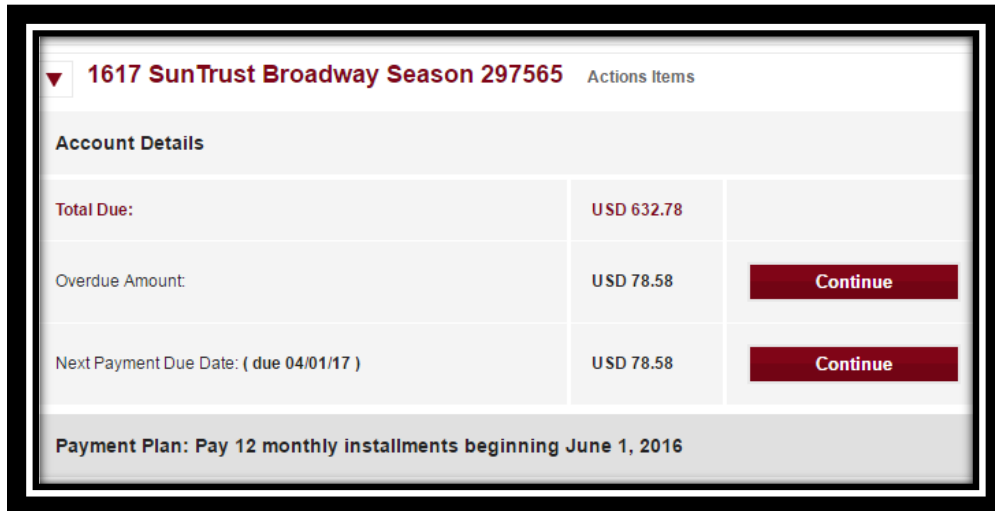


Account Manager Guide – Make a Payment on Your Monthly Payment Plan

- 1) Log into your online account manager by entering your email address or account number and password.

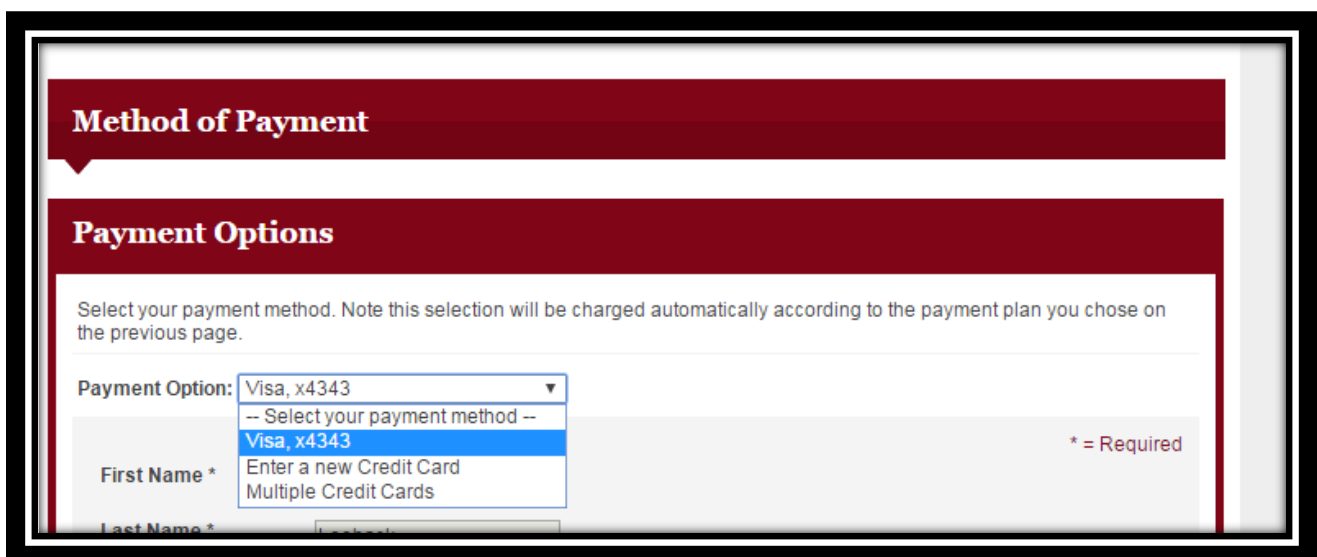
Note: If you do not remember your password, click “Forgot Your Password” to reset your account login.

- 2) After logged in, the first thing you should see is your invoice. This invoice will tell you the total for your season package and/or any amount that might be overdue.



- 3) Click the “continue” button next to the payment you would like to make.

- 4) This will load a Method of Payment screen with a dropdown menu that lists your payment options.



- 5) You can either opt to enter a new card number or use a card on file, insert the 3 or 4 digit security number, or “CIN”, and check the box agreeing to the Terms of Use.

Payment Options

Select your payment method. Note this selection will be charged automatically according to the payment plan you chose on the previous page.

Payment Option:

Enter your name and billing address exactly as it appears on your credit card statement. * = Required

First Name *

Last Name *

Address *

Zip Code *

Card Type *

Card Number *

Expiration Date *

CIN * [What's this?](#)

I would like to store my account information for future transactions.

NOTE: Your additional payment will be reflected in the Payment Plan schedule. Refer to the homepage to see how your next payment has been lowered

I agree to the [Terms of Use](#). All orders are subject to credit card or bank account approval and billing address verification. After processing, please contact customer service at 919-680-2787 if you have any questions regarding your order.

- 6) If you would like to pay more than the balance that is past due, or make an additional payment, you can enter it in the next section of the payment screen. You are not required to make an additional payment here.

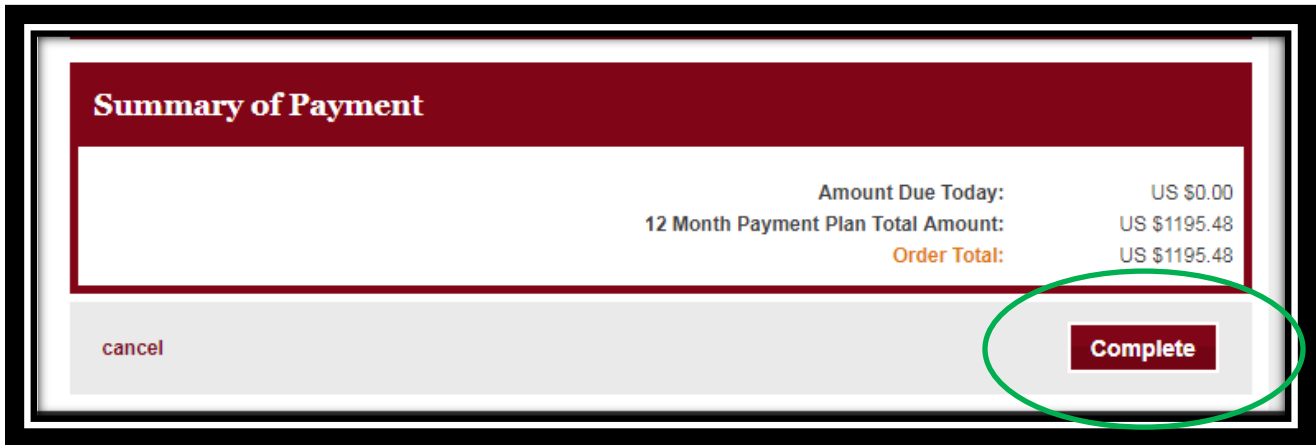
Payment

Define the amount you wish to pay today, if you choose to pay more than the minimum amount, future installments will be adjusted accordingly. Note: The schedules below offer a preview to future charges. The exact amount charged may be slightly different.

Today's payment

| | |
|--|---|
| Minimum Amount Due Today: | US \$78.58 |
| Additional Payment (up to US \$78.58): | US \$ <input type="text" value="0.00"/> |
| Today's Total Payment: | US \$78.58 |

7) To finalize your payment click the “Complete” button at the bottom of the screen.



8) If you have made an additional payment towards your payment plan, feel free to go back to the homepage of your account manager to see how your monthly payments have been lowered.