Account Manager Guide – 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 Your Password" to reset it.

2) Select the option at the top of the page that says "Invoices and Payment Plans".



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

DPAC	Manage Your Seats	Invoices and Payment Plans	Buy Tickets	Home	4	
Account Number:			14 Ticl	DPAC kets Total	1 Outst	\$505.50 anding Invoices
Invoices 18-19 Balance Due: \$505.50 Next Payment: 11/01/2018	UNPAID PAID PLAN INVOICE	18-19 1 Summary			PRINT	EMAIL
		Hamilton - Tue 11/6 Sec 3 Row X Seat 110 GTY: 1	\$1	27.13	SUBTOTAI : LESS PAYMENTS/CREDITS:	\$758.26 - \$252.76
		Fiddler on the Roof - Tue 1/8 Sec 3 Row X Seat 110 QTY: 1	\$7	4.99	AMOUNT DUE:	\$505.50
		Miss Saigon - Tue 1/22 Sec 3 Row X Seat 110 QTY: 1	SB	0.36		
		Charlie & the Chocolate Fact Sec 3 Row X Seat 110 Q I Y: 1 MORF	ory - Tue 2/12 \$8	0.36		
		-			_	
c/invoice			CONT	NOL		

4) This will load a Method of Payment screen that lists your payment options, along with a chart that tracks your payment plan's progress for the current season. Your current total due will be listed directly underneath the red "Payment Options" banner. Click the blue "Continue" button at the bottom of the screen to proceed.

	Manage Your Seats	Invoices and Payment Plans	Buy Tickets Home	e 🦸		
Invoices	UNPAID PAID	18-19				
18-19 Balance Due: \$505.50 Next Payment: 11/01/2018		Summary			SUBTOTAL \$505.50	
		2 Payment Options				
		An initial payment of \$0.00 is provided in the payment sch	s due today. This payment w edule.	ill be applied toward the ins	tallments as X	
		VISA NAME ON CARD: EXPIRES:	Amount * \$0	Payment Option 12 Month Payment F	Plan	
				NUMBER OF PAYMENTS: LESS PAYMENTS:	12 - \$252.76	
		12 PAYMENTS OF \$63.19	4 / 12 COMPLETE	AMOUNT DUE: PAY TODAY:	\$505.50 \$0.00	
			CONTINUE			
		3 Review				

5) You must then select the box accepting the Terms and Conditions, and then select the blue "Confirm" button at the bottom of the page in order to process a payment.

Payment Options 12 MONTH 1819 3 Review Please review and submit your payment Image: Submark of the subma	Payment Options 12 MONTH 1819 3 Review Please review and submit your payment Image: Submer of the submer of the submit your payment Image: Submer of the subme	Invoices and Payment Plans	Buy Tickets	Home		4	
3 Review Please review and submit your payment SUBTOTAL: \$758.26 LESS -\$252.76 PAYMENTS/CREDITS: 12 PAYMENTS OF \$63.19 4/12 COMPLETE AMOUNT DUE: \$505.50 PAY TODAY: \$0.00 I Accept the Terms & Conditions	3 Review Please review and submit your payment Image: Ima	Payment Options				12 MO	NTH 1819
Please review and submit your payment VISA SUBTOTAL: \$758.26 NAME ON CARD: -\$252.76 EXPIRES: -\$252.76 12 PAYMENTS OF \$63.19 4/12 COMPLETE 4/12 COMPLETE \$0.00	Please review and submit your payment VSS SUBTOTAL: \$758.26 NAME ON CARD: -\$252.76 EXPIRES: -\$252.76 12 PAYMENTS OF \$63.19 4/12 COMPLETE 4/12 COMPLETE *Accept the Terms & Conditions	3 Review					
VISA SUBTOTAL: \$758.26 NAME ON CARD: -\$252.76 EXPIRES: -\$252.76 12 PAYMENTS OF \$63.19 4/12 COMPLETE	VISA \$758.26 NAME ON CARD: -\$252.76 EXPIRES: -\$252.76 12 PAYMENTS OF \$63.19 4/12 COMPLETE VISA \$0.00 I Accept the Terms & Conditions	Please review and submit your paym	nent				
AMOUNT DUE: \$505.50 PAY TODAY: \$0.00	12 PAYMENTS OF \$63.19 4 / 12 COMPLETE AMOUNT DUE: \$505.50 PAY TODAY: \$0.00 I Accept the Terms & Conditions	VISA NAME ON CARD: EXPIRES:	•		SUBTOTAL LESS PAYMENTS	: S/CREDITS:	\$758.26 -\$252.76
A / 12 COMPLETE	CONFIRM			D	AMOUNT PAY TOI	DUE: DAY:	\$505.50 \$0.00
	CONFIRM		4 / 12 COM	PLETE	V I Accep	t the Terms & (Conditions