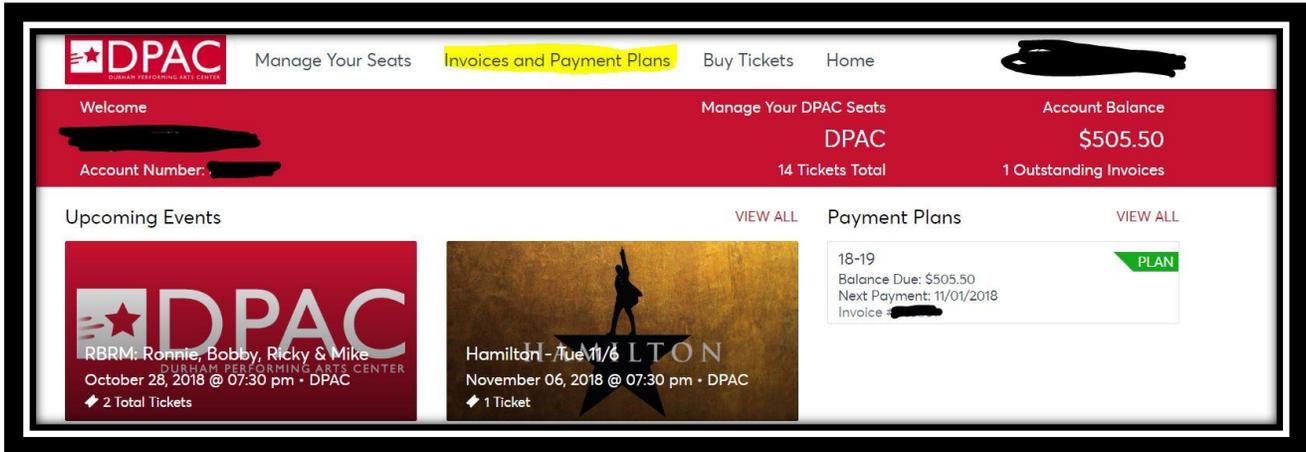


Account Manager Guide – Make a Payment on Your Monthly Payment Plan

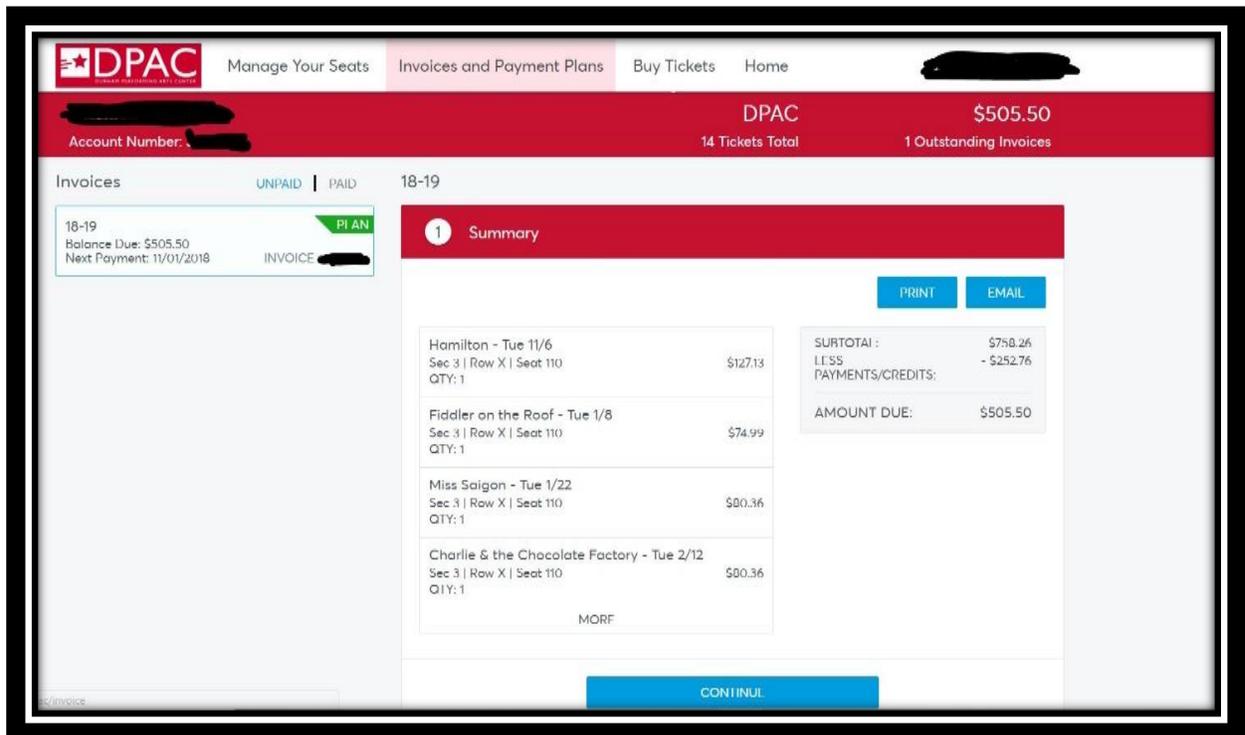
- 1) Log into your online account manager by entering your email address and password.

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

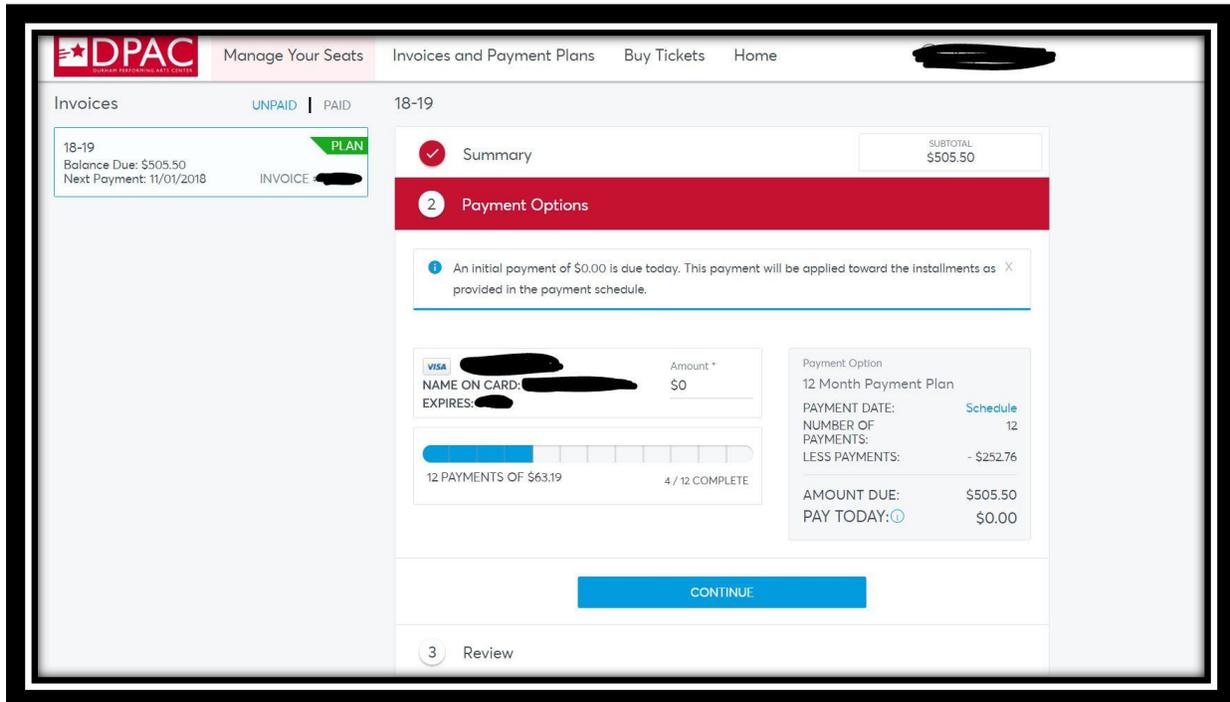
- 2) Select the option at the top of the page that says “Invoices and Payment Plans”.



- 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.



- 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.



- 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.

The screenshot shows a payment review interface. At the top, there are navigation links: "Invoices and Payment Plans" (highlighted in pink), "Buy Tickets", and "Home". A user profile picture is visible in the top right corner. Below the navigation is a header for "Payment Options" with a red checkmark icon and a dropdown menu set to "12 MONTH 1819". A red banner below the header contains a white circle with the number "3" and the word "Review".

The main content area is titled "Please review and submit your payment". It is divided into two columns. The left column contains a VISA card summary with redacted fields for "NAME ON CARD" and "EXPIRES:". Below the card is a progress bar showing "12 PAYMENTS OF \$63.19" and "4 / 12 COMPLETE". The right column contains a summary table:

SUBTOTAL:	\$758.26
LESS PAYMENTS/CREDITS:	-\$252.76
AMOUNT DUE:	\$505.50
PAY TODAY:	\$0.00

Below the summary table is a checkbox labeled "I Accept the Terms & Conditions" which is checked. At the bottom of the page is a large blue button with the word "CONFIRM" in white text.