



## How to Enroll Your Student in the Online Payment Portal

### STEP 1:

Click on the link provided by your teacher

### STEP 2:

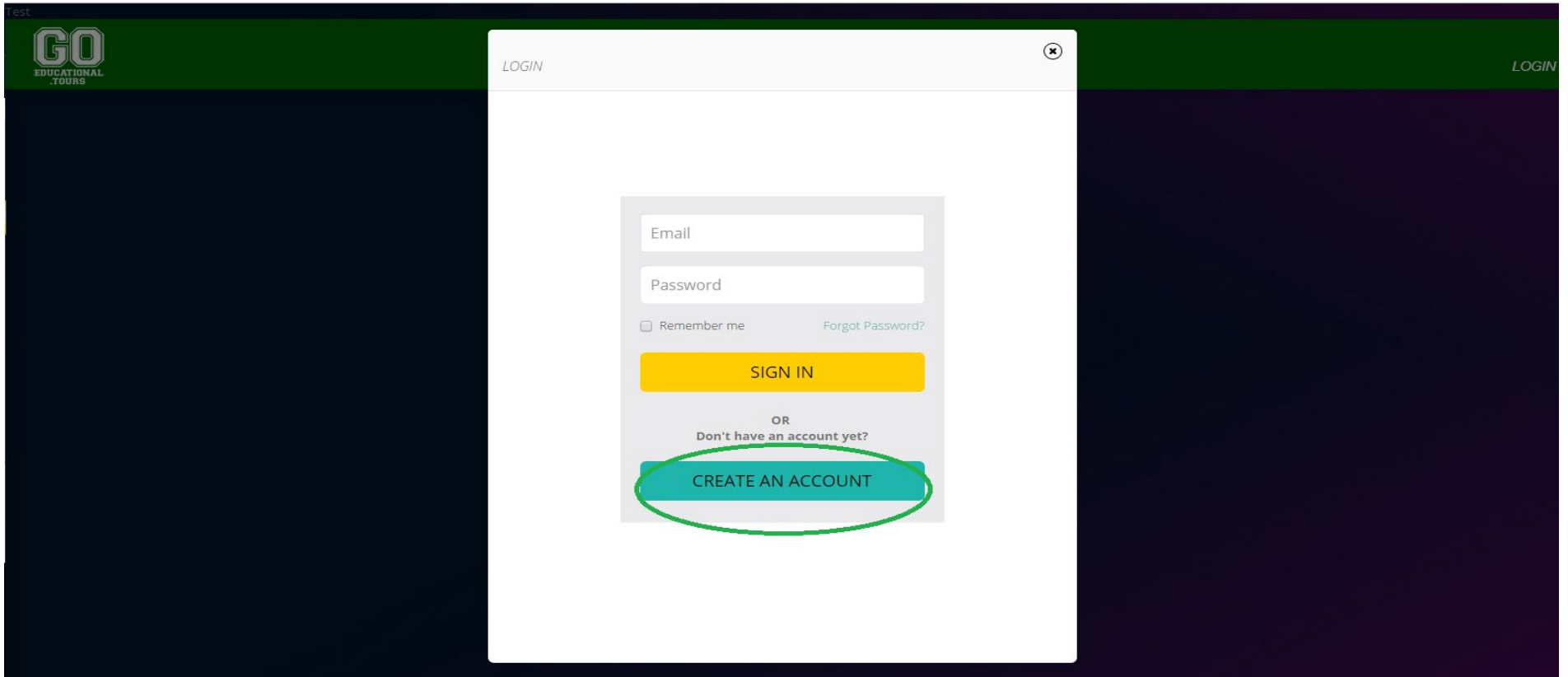
Select any "Click Here to Join" option to confirm your student's seat on tour if your name is not already listed

The screenshot shows the GO Educational Tours website interface. At the top left is the GO logo, and at the top right, it says "Welcome Colleen Anderson" with links for "My Account" and "Log Out". The main content area is titled "Test's Trip to New York" and includes details about the trip duration (2 nights), reservation number (KWMCTJ9765), and per student price (\$450.00). Below this is a table with columns for "Traveler Id", "Name", "Trip Price", "Payments", and "Balance". The table lists four travelers, all with a price of \$450.00 and no payments. The second row, for Colleen Anderson, has a "Click Here to Join" link circled in green.

Traveler Id	Name	Trip Price	Payments	Balance
103624	Anderson, Colleen	\$450.00	\$0.00	\$450.00
103625	<a href="#">Click Here to Join</a>	\$450.00	\$0.00	\$450.00
103626	<a href="#">Click Here to Join</a>	\$450.00	\$0.00	\$450.00
103627	<a href="#">Click Here to Join</a>	\$450.00	\$0.00	\$450.00



**STEP 3:**  
Click "Create an Account"





**STEP 4:**  
Fill out the information and click “Register”

A screenshot of the registration form on the GO Educational Tours website. The form is titled 'REGISTRATION' and is centered on a dark green background. The form fields are: First Name, Last Name, Email, Phone Number, New Password, and Confirm Password. A yellow 'REGISTER' button is located at the bottom of the form. A green circle highlights the entire registration form area. The website header includes the GO Educational Tours logo on the left and a 'LOGIN' link on the right.



**STEP 5:**

Fill out the Passenger Information, as well as the Parent/Guardian Information, then click the blue “Update Information” button

**\*\*Make sure the passenger name is how it would appear on a government issued ID\*\***



Welcome Colleen Anderson  
[My Account](#) | [Log Out](#)

### Passenger Information

Please fill in the information below to join reservation.

First Name\*:

Middle Name:

Last Name\*:

\* I agree that the name entered above is the legal name of the traveler as listed on their travel documents.

Gender\*:

Birthdate: Month/Day/Year\*

State\*:

### Parent/Guardian Information

First Name:

Last Name:


Phone\*:

Email\*:

[Update Information](#)



**Step 6:**  
You now have access to the student's trip page

Welcome Colleen Anderson  
My Account | Log Out

**Booking ID: KWMCTJ9765**

See Group Info      Edit My Information      Make A Payment

### TRIP INFORMATION

Destination: New York  
Trips Dates: 09/01/2016 to 09/03/2016  
Nights: 2  
Occupancy: 4

Product	Product Price
Total	\$450.00

### PASSENGER INFORMATION

First Name:	Colleen
Middle Name:	
Last Name:	Anderson
Gender:	Female
DOB:	12/04/1985
Address:	
City:	
State:	Massachusetts
Zip:	
Country:	
Allergies or Dietary Restriction:	

#### Parent/Guardian Information

First Name:	Jane
Last Name:	Smith
Email:	tba@tbaemail.tba
Phone:	TBA

### PAYMENTS

Date	Amount Paid	Transaction Id	Balance
No Payments Yet			

#### Payment Schedule

04/04/2016	\$75.00		
05/04/2016	\$75.00		
06/03/2016	\$75.00		
07/03/2016	\$75.00		
08/19/2016	\$75.00		

**\*\*To learn how to make a payment, please see our “How to Make a Payment on the Online Portal” document\*\***

