

## GUIDELINES FOR REGISTERING AND MAKING PAYMENTS

### TO REGISTER ON LINE (PREFERRED)

- ✓ Visit [www.noteworthytours.com](http://www.noteworthytours.com) and click on “Individual Billing.”
- ✓ Choose the school by the ID number (Trip ID located above); and click on “Book.”
- ✓ Continue to fill out personal information. PLEASE USE THE EMAIL OF PARENT OR GUARDIAN FOR BILLING PURPOSES. (Payment does NOT have to be by credit card on line.)
- ✓ If you choose to make a payment by credit card at the time of registration, choose the drop down menu of “Pay Now.” Payments are processed via PayPal (PayPal account NOT required). PayPal simply processes the transaction.
- ✓ NOTE: If you choose the drop down menu of “Pay Now” but do NOT make a payment, the system will not hold your registration.
- ✓ If you choose to make a payment by check, choose the drop down menu of “Pay Later.” Checks should be mailed to Noteworthy Tours, Inc., 2165 Bradley Rd., Westlake OH 44145.

### TO MAKE A PAYMENT LATER (ON LINE)

- ✓ Visit [www.noteworthytours.com](http://www.noteworthytours.com) and click on “Individual Billing”
- ✓ Click on “View or Pay Your Bill.”
- ✓ Enter your email address and password.
- ✓ Click on “Sign In.”
- ✓ Click on “Your Bookings.” Hover over the booking in the box and click to make a payment.
- ✓ Click on “Pay Balance.” (The first payment will show a TOTAL due of \$150. The second payment will show a TOTAL due of \$300, etc.)
- ✓ Under the total amount due there will be a sentence showing how much you have previously paid.
- ✓ Agree to the Terms and Conditions (they are the payment due dates, payment policy, and cancellation policy).
- ✓ Click on “Pay Now and Confirm Booking.” It will only take payment for the balance due.
- ✓ Click on Pay with debit or credit card. (A PayPal account is NOT required. PayPal simply processes the transaction.)
- ✓ Continue to fill out your credit card information. This is not stored from payment to payment, as you may wish to change a card.
- ✓ A confirmation of the payment will be emailed to you.

**Reminder notices will be emailed to you approximately 10 days before the payment is due.**

**Credits for student account payments from fund raising will be credited to your account upon receipt of the payment.**

**A statement showing the payment has been received will be emailed to you.**