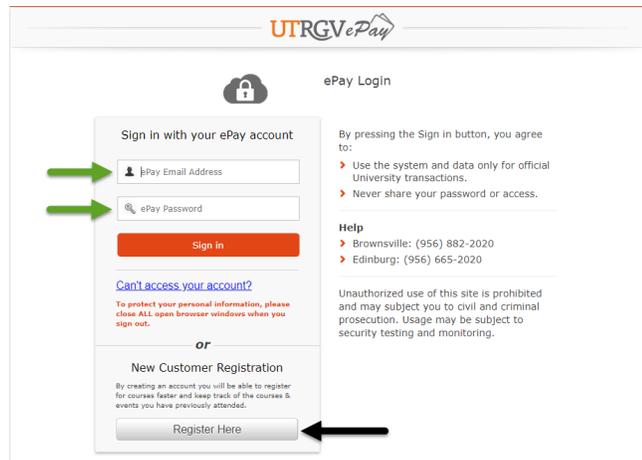# ePay First Time User Guide

1. Click on the ePay link provided on the department's website. Alternatively, navigate to the ePay event list and find the event or department to register (ePay event list)

2. For first time users click **Register Here**. If an account has been created, log in using your account's credentials
   - **NOTE:** This is not be the same as your UTRGV login credentials.

   a. Fill in the required fields to register a new account after clicking **Register Here**. Click **Create Profile** after verifying information is correct.

- **NOTE:** Internet Explorer or Firefox should be used when registering a new account. Google Chrome will not allow you to complete registration.

b. Log in with your new account credentials. You can click on the web-link provided by the department hosting the event or click **My Cart** and **Register for Additional Courses** and find the department's event in the event list.

- **NOTE:** If you've already selected a department's event, clicking **Register for Additional Courses** will only show courses for that department.

3. Click **Login** and click **Course Listing** to select which items to add to your cart.

General

EVENT	TICKET TYPE	STARTS	ENDS	PRICE	ENROLL
ES²	External Attendee	Jan 10, 2019	Apr 19, 2019	$35.00	Add

4. Click **Review Purchase & Checkout**.
   - **NOTE:** You can add multiple regrants by clicking **Add Registrant Info.** If

My Cart - 1 item in your cart.

COURSE TITLE	QUANTITY	PRICE	EXTENDED PRICE
⊖ UTRGV CELLO FESTIVAL - APRIL 12-14, 2019	1	$55.00	$55.00

🐜 Add Registrant Info

⊖ 📝 Pena, Stefan   sjpena90@gmail.com

Total $55.00

🛒 Empty Cart   🛒 Register for Additional Courses   🛒 Review Purchase & Checkout

5. Review your cart and personal information and click **Complete Payment Process**.

Shopping Cart Snapshot

UTRGV Cello Festival - April 12-14, 2019

FIRST NAME	LAST NAME	EMAIL ADDRESS	PHONE #		CLASS PRICE
Stefan	Pena	sjpena90@gmail.com	(260) 403-8006		$55.00
				Course Total	$55.00

Sub Total $55.00
Total $55.00

Select Payment Method   Credit Card/Check ▾

◀ Back to Cart   🐜 Complete Payment Process

6. Input payment information for either credit card or e-check and click **OK**.

Please Select Credit Card Type Above

Payment Amount $1498.00   Total Payment $1,498.00

Please provide account holder's information

First Name _____   * Last Name _____
Payer Name _____   * Address _____
Address2 _____
* City _____
* State [_____▼]   * Zip Code _____   Country [United States ▼]
* Card Number _____   * CID _____

3 or 4 digit CCV/CVV/CID

* Month [01 ▼]   * Year [19 ▼]
EMail _____

* denotes required fields

[OK]

7. Read and click **I Accept** to acknowledgment transaction information.

8. A registration and payment receipt will pop-up allowing you to view as a PDF file. As well, an email will be sent to the email address initially used at account registration with a receipt in PDF format.

- **NOTE:** Click **My Account**, **My Orders**, to view all receipts.