

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 (<u>ePay event list</u>)
- 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	ePay Login
Sign in with your ePay account	By pressing the Sign in button, you agree to:
Pay Email Address	 Use the system and data only for official University transactions.
ePay Password	Never share your password or access.
	Help
Sign in	 Brownsville: (956) 882-2020 Edinburg: (956) 665-2020
Can't access your account?	Unauthorized use of this site is prohibited
To protect your personal information, please close ALL open browser windows when you sign out.	and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.
New Customer Registration	
By creating an account you will be able to register for courses faster and keep track of the courses & events you have previously attended.	
Register Here	

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

First Name	* Addr	ress		*
Last Name	* City			*
F== -11	State	e TEXAS	v *	
Email	Zipc	ode		*
Email (again)	* Cour	ntry United State	S	v *
Password	* Dav	Phone		*
Password (again)	*			



- **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.





4. Click Review Purchase & Checkout.

• NOTE: You can add multiple regrants by clicking Add Registrant Info. If



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

Shopping Cart Snapshot UTRGV Cello Festival - April 12-14, 2019 CLASS FIRST NAME LAST NAME EMAIL ADDRESS PHONE # PRICE Stefan (260) 403-8006 Pena sjpena90@gmail.com \$55.00 Course Total \$55.00 Sub Total \$55.00 Total \$55.00 Select Payment Method Credit Card/Check 🔻 G 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 Ab	ove
Payment Amount	at \$1498.00 Total Payment \$1,498.00	
	Please provide account holder's information	
First Name	e *Last Name	
Payer Name	e Address	
Address2	2	
* City	у	
* State	e 🔹 🔹 Čip Code Country United Sta	tes 🔹
* Card Number	r CID	
	3 or 4 digit CCV/CW/CID * Month 01 ▼ *Year 19 ▼	
EMail	il	
	* denotes required fields	
	ОК	

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

Necome to the University of Texas Rio Grande Valley (Reyment System, Read care)	whilly all flams and Conditions prior to completing your payment transaction. By completing the authoritie	cion i agree to be bound by the fi	tiowing terms and conditions. PLEASE PRINT & COPY OF THIS AUTHORIZATION FOR YOUR	AECOADS.	
(1) I understand that If the information I have provided during this transaction is in	incorrect, or if errors have been made in completing the payment process, I am still responsible for paying	all charges on my account by the	e payment due detes.		
For payees that are paying tuition and fees with a smalls card,					
(2) I also agree to use only VSA, HasterCard or Discover as the accepted method of	of payment.				
(3) I also agree to pay a credit card convenience fee (As extroniced by Section 54.3	(SVI) of the Texas Education Code) in addition to the tuition and fees due when paying with any of the cre	cit cants noted on term 3 above.	Dick base to view conversionce fee policy.		
If the payme (studies) does not appear with any of the terms and condition, please controls. Rasse note that your payment has not been processed and you are police	ar de not continue with this payment optime and click on the DECLME optime. By clicking on the DECLME op Integrabile for any charges contently files on your student account.	dien of the 2782Y Reyment spil	len, yns haw indicated dat yns aw ret i'r synamerit mith the terns and conditions with	In other oracli card processing service and drinot with to	
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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.



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							*	Back to My C	orders	View as PDF
REGISTR	ATIO	N RE	CEIPT							
BILLING IN	IFORMAT	TION								
Order #: 539739FFAA295F355349999A44B89C34			89C34	34 Order Date: 3/26/2019						
Payment Type: Check/CC				Payment Status: Conf#						
Name:	1	Pena, Stefan				Phone:	(956) 665-3714			
Address: 1201 West University Dr			Cell:							
City, State	Zip: I	Edinbu	ırg, TX 78539							
CLASS				CLASS LOCAT	TION		START	DATE	END	DATE
TESTCOUR	SE						2/20/20	19	2/21,	/2020
LAST NAME	FIRST NAME		EMAIL ADD	RESS	COURSE TIT	LE				AMOUNT
Pena	Stefan		stefan.pena	01@utrgv.edu	TESTCourse					\$10.00
								Subt	otal	\$10.00
								1	otal	\$10.00

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

Stefan Pena	🗧 Course Listing 📝 1 🚺 🐼 My Account 🔏 Logout
	2 My Orders
Registrations	

Stefan Pena			🖹 Course Listing 🖉	My Cart	9 My Account	🔎 Lo
My Regis	tration Orders					
ORDER		DATE BY	CONCERNATION #	DECEIDE		
DATE	ORDER NUMBER	PAID BT	CONFIRMATION #	RECEIPT	POTIDI OPL	UAU
4/2/2019	BDB71A32155D062CD8664028D39B		View			
	08C849045056B700A503B6352BBBA93Check/CC		2015222001-37	View		_
	28461CD350568700453D7D4C42F2	288beck/CC	2015218003-17			-
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