ePay User – Quick Reference Guide

1. **Click on the event registration link (ePay) provided for the Symposium** . Alternatively, navigate to the ePay event list and find the event, or department, to register (ePay event list).

   a. Existing user: if you already have an ePay account, log in using your account's credentials (green arrows below).
      - **NOTE:** This is **NOT the same** as your UTRGV login credentials.
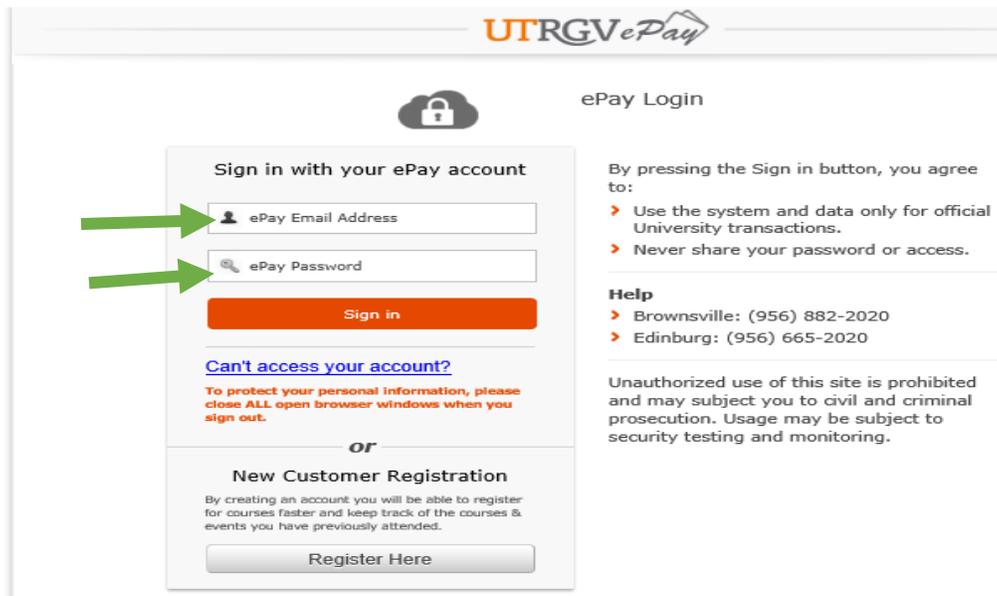
   b. First-time user:
      - **NOTE**: After clicking on the event link, you will see the Research Symposium landing page (below). Select the appropriate Registration Type by clicking "Add".

SOM Research Symposium 2019

REGISTRATION CODE	REGISTRATION TYPE	STARTS	ENDS	PRICE	ENROLL
ERS	1. Early Registration for Students	Apr 29, 2019	Jun 30, 2019	$10.00	Add
ERN	2. Early Registration for Non-students	Apr 29, 2019	Jun 30, 2019	$20.00	Add

- You will be redirected to a log-in page (below). **As a first-time user, proceed to the section labeled "New Customer Registration", and click on Register Here button.**
- **NOTE:** Use Internet Explorer or Firefox when registering a new account**.**
  <u>Google Chrome will **not** allow you to complete a new account</u>.

c. After clicking **Register Here**, create your profile.
  - Fill in the required fields (*) to register a new account.
  - Click **Create Profile** after verifying information is correct.

  - Now you can log in with your new account credentials.

2. To register for your event, you can click on the web-link provided by the department hosting the event, or search for the event, then:
   - click **My Cart**, then
   - click **Register for Additional Courses,** and
   - find the department's event in the event list (SOM Research Symposium 2019).
     - **NOTE:** If you've already selected a department's event, clicking **Register for Additional Courses** will only show courses/events for that department.

3. Select the appropriate Registration Type by clicking "Add".

Jorge L Teniente   Course Listing   My Cart   My Account   Logout

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4. **Add any additional registrants, or Review Purchase & Checkout**.
   - **NOTE:** If you are paying for multiple registrants, add them by clicking **Add Registrant Info**, and complete their information in the 'pop up' box that appears. You can add as many as you want, but keep in mind you will be charged a registration fee for each one.

My Cart - 1 item in your cart.

COURSE TITLE	QUANTITY	PRICE	EXTENDED PRICE
2. EARLY REGISTRATION FOR NON-STUDENTS	1	$20.00	$20.00

Add Registrant Info

Teniente, Jorge L   jorgeteniente@hotmail.com

Total $20.00

Coupon Code [   ]   Apply Coupon

Empty Cart   Register for Additional Courses   Review Purchase & Checkout

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

Shopping Cart Snapshot

2. Early Registration For Non-Students

FIRST NAME	LAST NAME	EMAIL ADDRESS	PHONE #		CLASS PRICE
Jorge L	Teniente	jorgeteniente@hotmail.com	(956) 328-6281		$20.00
				Course Total	$20.00

Sub Total $20.00
Total $20.00

Select Payment Method Credit Card/Check ▼

Back to Cart   Complete Payment Process

6. Enter payment and credit card information, and click **OK**.

VISA MasterCard DISCOVER

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 acknowledge transaction information.

Exit Print

Welcome to the University of Texas Rio Grande Valley iPayment System. Read carefully all Terms and Conditions prior to completing your payment transaction. By completing the Authorization I agree to be bound by the following terms and conditions. PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS.
(1) I understand that if the information I have provided during this transaction is 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 payment due dates.
For payees that are paying tuition and fees with a credit card,
(1) I also agree to use only VISA, MasterCard or Discover as the accepted method of payment.
(1) I also agree to pay a credit card convenience fee (As authorized by Section 54.5011 of the Texas Education Code) in addition to the tuition and fees due when paying with any of the credit cards noted on term 1 above. Click here to view convenience fee policy.
If the payer (student) does not agree with any of the terms and conditions, please do not continue with this payment option and click on the DECLINE option. By clicking on the DECLINE option of the UTRGV iPayment system, you have indicated that you are not in agreement with the terms and conditions with this online credit card processing service and do not wish to continue. Please note that your payment has not been processed and you are still responsible for any charges currently due on your student account.

Transaction Details: Tender Details:

UTRGV Ctr for I and C $10.00   Credit Card Payment: $10.00
                                                       Credit Card Nbr:***********1111
          TMDSAS ID: 52D1D8690A701BD092D38CD5BBEFA9FE
          First Name: Stefan
          Last Name: Pena
                    : Return.From.Core

I ACCEPT   I DECLINE

owered by CORE Business Technologies

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:** If applicable, click **My Account**, **My Orders**, to view all receipts.

9. Purchase Order or IDT payees:
    - If paying via a PO or IDT, please email us a copy of your PO/IDT to someresearchsymposium@utrgv.edu and once received we will provide you with registration instructions.

If you have any questions or experience issues logging, in please contact us at somresearchsymposium@utrgv.edu or call us at 956-296-1926 for assistance.