

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 (<u>ePay event list</u>).
 - a. <u>Existing user</u>: if you already have an ePay account, log in using your account's credentials (green arrows below).

UTR	GVePau
A	ePay Login
Sign in with your ePay account	 By pressing the Sign in button, you agree to: Use the system and data only for official University transactions. Never share your password or access. Help Brownsville: (956) 882-2020 Edinburg: (956) 665-2020 Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.

• NOTE: This is NOT the same as your UTRGV login credentials.

- b. <u>First-time user</u>:
 - **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	<u>STARTS</u>	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>.

UTF	GVePay
a	ePay Login
Sign in with your ePay account ePay Email Address ePay Password	 By pressing the Sign in button, you agree to: Use the system and data only for official University transactions. Never share your password or access.
Sign in	Help Brownsville: (956) 882-2020 Edinburg: (956) 665-2020
Can't access your account? To protect your personal information, please close ALL open browser windows when you sign out.	Unauthorized use of this site is prohibited 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	

- 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.

First Name	*	Address			*
Last Name	*	City			*
		State	TEXAS	*	
Email	*	Zipcode			*
Email (again)	*	Country	United States		v *
Password	*	Day Phone			*
Password (again)	*				
*Password must be at least 10 characters uppercase and lowercase alphabets and a	s and must be a combination of the second	of			

• 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".



- 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
oupon Code Sapply Coupon			
🚯 Empty Cart	er for Additional Cou	rses 📴 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	ė20.00
				Total	\$20.00
				- otar	<u><u></u></u>
			Select Payment Method	Credit Card/Che	ck 🗸
			Back to (Cart Complete	e Payment Process

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

	Latin management of the second s			
		Please Sel	ect Credit Card Type Above	
Payment Amount	\$1498.00 Total Payment \$1,4	98.00		
	Please provide accoun	t holder's informatio	n	
First Name		* Last Name		
Payer Name	* Add	Iress		
Address2				
* City				
* State	•	* Zip Code	Country United States	•
* Card Number	* CID			
	3 or 4 digit CCV/CVV/CID			
	* Month 01 T * Year 19 T			
EMail				
	* denotes required fields			
		ОК		

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

				Lon	
o the University of Texas Rio Grande Valley (Payment System: Read carefully all	Terms and Conditions prior to completing your payment transaction. By completing the Authoritat	on I agree to be bound by the fo	lowing terms and conditions. PLEASE PRINT & COPY OF THIS AUTHORIZATION FOR YO	UR RECORDS.	
cand that if the information I have provided during this transaction is incorrect	I, or if errors have been made in completing the payment process, I am still responsible for paying	d charges on my account by the	payment due dates.		
that are paying tuition and fees with a credit card,					
pree to use only MSA, HasterCard or Discover as the accepted method of paym	ert.				
pree to pay a credit card convenience fee (26 authorized by Section 54,5011 of	the Texas Education Code) in addition to the tuition and fees due when paying with any of the crea	It cands noted on serm 3 above.	Click barg to view convenience fee policy.		
ee (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 opt	ion of the UTRGV (Payment syste	im, you have indicated that you are not in agreement with the terms and conditions wit	h this online credit card processing service and do not wish to	
Transaction Details:			Tender Details:		
LITROV Ctr for Land C		\$10.00	Credit Card Payment:	510.00	
erner en forrand e	TMDSAS ID: 52D1D8690A7018D092D38CD588EFA9	FE	Credit Card Nor: 1111	210.00	
	First Name: Stefan				
	Last Name: Pena				
	: Return.From.Core				
	LACCE	PT	DECLINE		



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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tefan Pena				📄 c	ourse Listing	🛒 му с	Cart 🔜 N	ly Acco	unt 🛛 🔏 Log
							Back to My C	orders	View as PDF
REGISTRATI	ON RE	СЕІРТ							
Order #: Payment Type: Name:	53973 Check Pena,	39FFAA295F355 :/CC Stefan	349999A44B	89C34	Order Date Payment St Phone:	: atus:	3/26/2019 Conf# (956) 665	9 5-3714	
Address: City,State Zip:	1201 Edinbu	West University	y Dr		Cell:				
CLASS			CLASS LOCAT	ION		START	DATE	END	DATE
TESTCOURSE						2/20/20	19	2/21	/2020
LAST FIR NAME NAME	ST ME	EMAIL ADDR	ESS	COURSE TI	LE				AMOUNT
Pena Ste	fan	stefan.pena0	1@utrgv.edu	TESTCourse			Subt	otal	\$10.00 \$10.00 \$10.00

• NOTE: If applicable, click My Account, My Orders, to view <u>all</u> receipts.

Stefan Pena	🔋 Course Listing 🔮 🚺 🔜 My Account 🥻 Logout
	2 My Orders
Registrations	
Stefan Rona	

My Regis	tration Orders				
ORDER DATE	ORDER NUMBER	PAID BY	CONFIRMATION #	RECEIPT	PO/IDT UPLOAD
4/2/2019	BDB71A32155D062CD8664028D39B	5DR31Die Event		View	
	08C849045056B700A503B6352BBBA	93C3heck/CC	2015222001-37	🔲 View .	
	2BA61CD35056B700A53D7DACA2F2	288beck/CC	2015218003-17	🔲 View	-



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

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