Using the Returning Adviser Login process

Enter the Adviser’s Confirmation Badge ID

Click the Login button

Scroll to bottom left Financial Summary section

Click Make Credit Card Payment button – disregard Student Registration Fees amount as this amount will include all unpaid student registration fees in that group even if they are not under the adviser whose ID you logged in under

If students other than yourself is listed in the Payment Instructions section at the top and the Total Due and Payment Amount fields reflect an amount higher than what your registration fee should be.

1. Click the Pay Other Amount radio button in the Payment Information section between the Total Due and Payment Amount fields

2. Unclick all Adviser/Administrators or Students other than yourself and the Payment Amount below the list of registrants should change to reflect the amount for only those checked
3. Enter credit card information
4. Click the Process Payment button

If you are the only student listed in the Payment Instructions section at the top and the Total Due and Payment Amount fields reflect your registration fee amount.

1. Enter credit card information
2. Click the Process Payment button