## How to use the make your payment using the Special Events Online Payment Site.

- 1. Visit <u>https://tweb1.ipfw.edu/C20091\_ustores/web/store\_main.jsp?STOREID=27&SINGLESTORE=true</u>
- 2. Select Event Payments



3. On this screen you'll be prompted to enter the amount of your payment. If you have any question about how much you should pay you should contact your event coordinator prior to making your payment.

Home   Event P	ayments	
SPECIAL EVENTS	Special Event Payments Venue Deposit Reservation dates are bound by the first deposit and contract received on a first come, first served basis. If IPFW does not receive the Deposit by the Deposit Deadline, this agreement shall be null and void and reservation will be released. Deposits are non-refundable but will be applied to Rental Fees as determined by IPFW, at its sole discretion. If Renter fails to comply with IPFWs policies and procedures the Deposit shall be foreited and shall not apply to Rental	Special Event Payment: 100.00 Add To Cart

4. On the next screen you'll be prompted to enter your payment details. Name (as it appears on your contract), address, phone number, email address, and event details (Event Name and Event Date). Then click continue.

Special Event Payments			
			"Indicates required inform
Special Event Payment:		\$100.00	
Name			
* Last Name		* First Name	
Smith		John	
Address			
Street Address	* City	* State	* Zip Code
2101 E Coliseum Blvd	Fort Wayne	IN	46805
Event Date			
05/21/2015			
* Event Name			
Smith Grad Party			
Phone Number			
(260) 481-6612			
Fanal			
Eman			

5. On the next screen you will confirm the amount of your payment and information to proceed to entering your payment click checkout.

Items in your Cart			
Item Name		Remove	Amoun
Special Event Payments Event Date: Event Name: Phone Number: Email: Last Name: First Name: Street Address: City: State: Zip Code:	05/21/2015 Smith Grad Party (260) 481-6612 albaughr@ipfw.edu Smith John 2101 E Coliseum Bivd Fort Wayne IN 46805	ø	\$100.0
		Total:	\$100.0

6. After you hit checkout you will be prompted to enter your email address. On this screen you will want to want to continue unregistered. There is no need to register or create an account on this page.

	hods   Review   Receipt		
Contact Information		Payment Summar	у
Please enter the email address	for this Payment.	Item Total:	\$100.00
	*Indicates required informati	Total:	\$100.00
*Email Address:	albaughr@ipfw.edu	Registered Users	
		Username:	
Lontinue Unregistered		Password:	
		Login	
		New Users	
		Register Now	
		Register Now	
ltems in your Cart		Register Now	
Items in your Cart Item Name		Register Now	Amour
Items in your Cart Item Name Special Event Payments Event Date	05/21/2015	Register Now	<b>Amou</b> \$100.0
Items in your Cart Item Name Special Event Payments Event Date: Event Name:	05/21/2015 Smith Grad Party	Register Now	<b>Amou</b> \$100.0
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Items in your Cart Item Name Special Event Payments Event Date: Event Name: Phone Number: Email:	05/21/2015 Smith Grad Party (260) 481-6612 albaughr@jpfw.edu	Register Now	<b>Amou</b> \$100.0
Items in your Cart Item Name Special Event Payments Event Date: Event Name: Phone Number: Email: Last Name:	05/21/2015 Smith Grad Party (260) 481-6612 albaughr@ipfw.edu Smith	Register Now	Атош \$100.0
Items in your Cart Item Name Special Event Payments Event Date: Event Name: Phone Number: Email: Last Name: First Name:	05/21/2015 Smith Grad Party (260) 481-6612 albaugh@jpfw.edu Smith John	Register Now	<b>Amour</b> \$100.0
Items in your Cart Item Name Special Event Payments Event Date: Event Name: Phone Number: Email: Last Name: First Name: Street Address:	05/21/2015 Smith Grad Party (260) 481-6612 albaughr@ipfw.edu Smith John 2101 E Coliseum Bl	Register Now	<b>Amou</b> \$100.0
Items in your Cart Item Name Special Event Payments Event Date: Event Name: Phone Number: Email: Last Name: First Name: Street Address: City:	05/21/2015 Smith Grad Party (260) 481-6612 albaughr@ipfw.edu Smith John 2101 E Coliseum BI Fort Wayne	<b>Register Now</b>	<b>Amou</b> \$100.0
Items in your Cart Item Name Special Event Payments Event Date: Event Name: Email: Last Name: First Name: Street Address: City: State:	05/21/2015 Smith Grad Party (260) 481-6612 albaughr@ipfw.edu Smith John 2101 E Coliseum Bi Fort Wayne N	Register Now	<b>Amou</b> \$100.0
Items in your Cart Item Name Special Event Payments Event Date: Event Name: Phone Number: Email: Last Name: First Name: Street Address: City: State: Zip Code:	05/21/2015 Smith Grad Party (260) 481-6612 albaughr@ipfw.edu Smith John 2101 E Coliseum BI Fort Wayne IN 46805	Register Now	<b>Amour</b> \$100.0

7. On the last screen you'll be prompted to enter your credit card information. IPFW proudly accepts VISA, MasterCard, and Discover. You'll have the chance to confirm your payment and then you'll receive a payment confirmation via email.

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ayment wethod			Payment Summa	ry
Please select your payment method.			Item Total:	\$100.00 \$0.00
		*Indicates required infor	mation Total:	\$100.00
*Payment method:	Credit Card			
Credit Card				
*Card Type:	Select a Card Type	T		
*Credit Card Number:				
*Expiration Date:	05 • 2015 •			
*Security Code:	View example			
Credit Card - Available credit card is	suers.			
VISA DISCOVER DIRACA	BCcard			
Billing Information				
*Name:				
*Street Address 1:				
Street Address 2:				
*City:				
*State / Province:	Indiana	¥		
*ZIP / Postal Code:				
*Country:	United States	•		
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ems in your Cart ∍m Name				
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8. On the next screen you'll have the chance to confirm your payment details.

eview Payment				
Home   Cart   Address   Pa	yment Methods   Review   Receip	t		
Payment Summary		Contact Information		
Item Total: Tax:	\$131.25 \$0.00	albaughr@ipfw.edu		
Total:	\$131.25	Eur		
Return Policy Agr	reement			
Special Events P	ayments			
Cancellation	-			
employees or sub- the terms and con	enter's employees or su contractors, damage or ditions of this rental con ental amount. Canceled	bcontractors, threats of damage or act theft of IPFW property by renter's empl tract. Cancellation by IPFW for any of t events will be subject to Cancellation	ual damage to IPFW facilities by ren loyees or subcontractors or failure to the above mentioned reasons will re Fees established by IPFW. Renter w	abide by sult in the
employees or sub- the terms and con- loss of the entire n ay clicking Submit Pa Submit Payment P Payment Informat	enter's employees or su contractors, damage or ditions of this rental con ental amount. Canceled yment, I agree to the above rrint Agreement	beontractors, threats of damage or act theft of IPFW property by renter's empl tract. Cancellation by IPFW for any of t events will be subject to Cancellation Return Policy	ual damage to IPFW facilities by ren loyees or subcontractors or failure to the above mentioned reasons will re Fees established by IPFW. Renter w	Iter's b abide by sult in the vas made
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9. The final screen is a confirmation of your payment and you will also receive a receipt via email.

Payment confirmation email was sent to the f	ollowing address: albaughr@ip	fw.edu		
Bayment #32240 Special Events P	umente			
Payment	Details		Billing Information	
Visa Reference Number: 20150601000000 Card Type: VISA	xxxxxxxxxxxxxxx1234 John Smith		John Smith 2101 E. Coliseum Blvd Fort Wayne, IN 46805 United States	
Item Information				Amount
Special Event Payments Event Date:		05/21/2015		\$13
Event Name:		Smith Grad Party		
Phone Number:		(260) 481-6612		
Email:		albaughr@ipfw.edu		
Last Name:		Smith		
First Name:		John		
Street Address:		2101 E Coliseum Blvd		
City:		Fort Wayne		
State:		IN		
Zip Code:		46805		
			SubTotal:	\$13
			Tax:	\$0
				2.11.5

If you have any questions about making your payment you can contact your event coordinator or you can contact the box office supervisor at 260-481-0210.