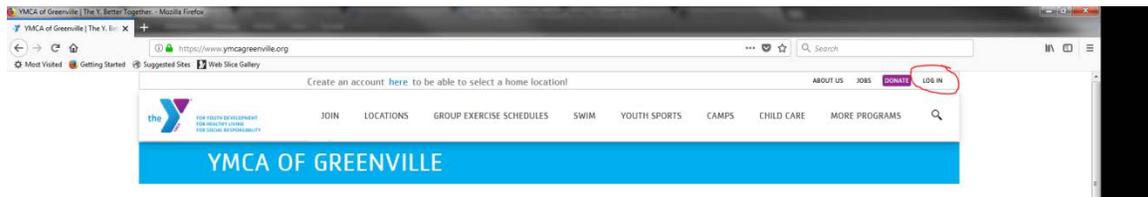# EASE AND CONVENIENCE
## Online Payment Guide

At the Y, we strive to make paying for Summer Day Camp programming as easy as possible. This guide will walk you through the online payment process.

## Logging in

Visit [www.ymcagreenville.org](www.ymcagreenville.org), and click log in at the top-right of the page.



## ** IMPORTANT **

You will log in with the email address we have on file for you. If are a member, have been a member in the past, or have participated in youth sports, aquatics, or after school at the YMCA of Greenville, you already have a log in!

**Your username** will be the email address we have on file for you.

**Your default password** (until you change it) is your first initial, last initial, your birthday.

So if your name is Tina Holcombe and you were born on May 4, 1975, your default password would be TH050475.

When you log in, you'll see the account information we have on file for you. If you've only ever registered your children for programs at the Y, the name on the account might be under your child's name. If that's the case, your child's initials and birthday would be the login credentials.

If you see any incorrect information, call us at 864-412-0288 during business hours, and we'll get it straightened out.

## Paying for Summer Day Camp

Once you're logged in, click the Balances & Account History button.



This page will show you all of the Day Camps you are registered for and how much you owe. Remember, Day Camp balances are due on the Wednesday of the week before the camp. For this tutorial, we're registering Mickey Mouse for Week One of Caine Halter's Division One Day Camp. You can also see Mickey's parents have paid the registration fee.

Let's zoom in a little bit. You can see that Mikey owes $142 for week one.  His parents can pay as much or as little on the balance due as they want as long as the balance is paid in full the Wednesday before that week of camp starts.

Total Balance Due: **$142.00**

| Name | Description | Program End Date | $Pgm Fee | $Amt Paid | $Balance Due | Status | Late |
|------|-------------|------------------|----------|-----------|--------------|--------|------|
| Mouse, Mickey | D1 Day Camp Week 1 18SUM02DCED1WK01 | 06/15/18 | 162.00 | 20.00 | 142.00 | Pay on this Program * 142.00 / Add to Cart | |
| Mouse, Mickey | Day Camp Registration 18SUM02DCOREGISTE | 08/17/18 | 75.00 | 75.00 | 0.00 | | |

We're going to have Mickey's parents pay $20 on his balance. But first, please note that if you are registered for multiple day camps, they will all be listed here on the screen with their individual balances. So be sure you are paying on the balance for the weeks you want to pay for at that time.

To make the balance payment, click on the balance due field …

| $Balance Due | Status | Late |
|--------------|--------|------|
| 142.00 | Pay on this Program * 142.00 / Add to Cart | |

Change it to the amount you want to pay …

| $Balance Due | Status | Late |
|--------------|--------|------|
| 142.00 | Pay on this Program * 20.00 / Add to Cart | |

And click the "Add to Cart" button.



Note: If you are wanting to make payments on multiple weeks or for multiple campers, after clicking "Add to Cart," you can click the "My Account" button at the top of the page and repeat the process.

Once you're ready to check out, and you've clicked "Add to Cart" it will look like this:



Review your order. We recommend that you double-check the amount that you're paying and the week you are paying for. When you're all set, click the "Proceed to Checkout" button to proceed to the payment page.

| My Info | Balances & Account History | Cart | Change My Info | My Family |
| --- | --- | --- | --- | --- |

| | |
| --- | --- |
| Billing First Name * | Mickey |
| Billing Last Name * | Mouse |
| Billing Address * | 121 Disney Way |
| Billing City * | Simpsonville |
| Billing State * | SC |
| Billing Zip * | 29680 |
| Card Type * | – Select – |
| Card Number * | |
| CVV * | |
| Expiration Date MMYY * | |

Total Sale: $ 20.00

**Checkout**    Edit Cart

The payment page will import the information we have on file. Please be sure it matches your credit or debit card billing address.

Then choose your card type from the drop down menu, enter your card number with no spaces or extra characters, the CVV number (the three-digit code on the back of your credit or debit card), and your card's expiration date.

Click the "Checkout" button the complete the transaction.

You will get a receipt emailed to the email address we have on file for you.

If you have any questions or problems with our online payment process, call us at 864-412-0288, and we'll walk you through the process or investigate your problem.