



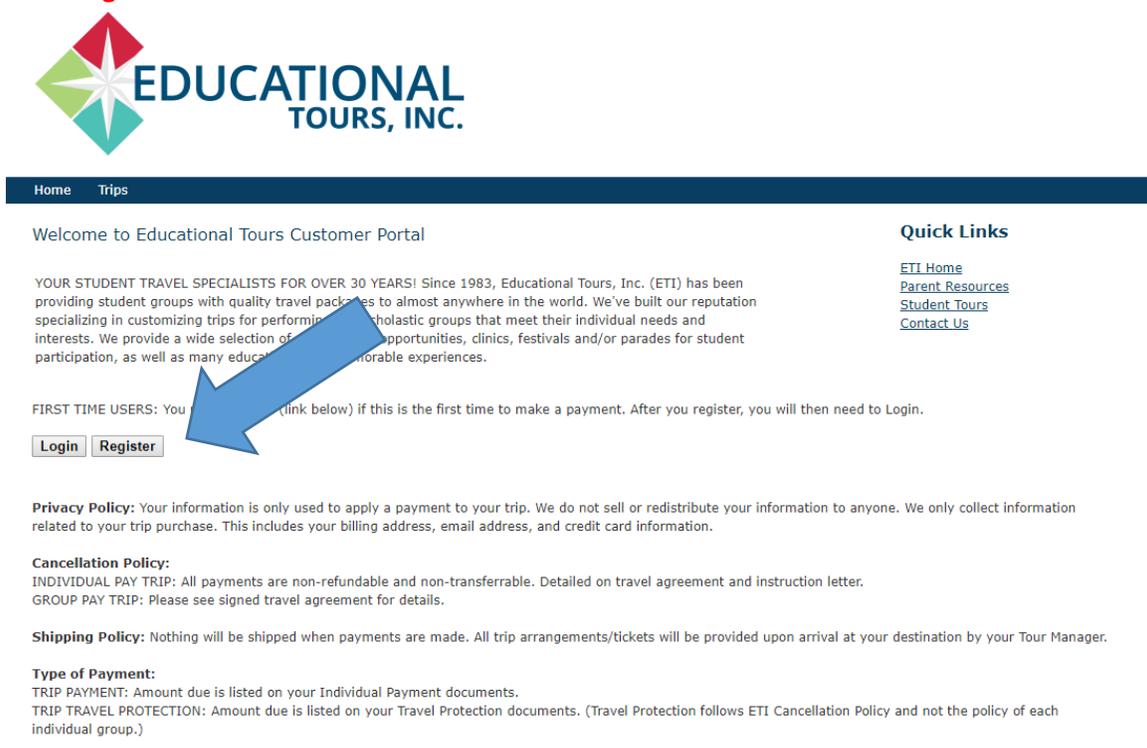
## Payment Portal Page Instructions for Payments for "Travel Protection or Trip Payments"

**TRIP NAME: CARLSON HIGH SCHOOL MARCHING BAND AND CHOIR**  
**TRIP #20-03016**

1. At [www.tours-eti.com](http://www.tours-eti.com), click on REGISTER/LOGIN.



2. Click on "Register".



01. Register yourself with your billing address for your Visa, MasterCard, or American Express, email and password. Save. **\*This is the billing address for the card & the email receipt. If this does not match your issuing bank address your payment will not process.**
02. Log in using your email & your password that you just created.
03. Add your Trip Number (format example: **20-03016**) to add your trip. You will then see the number of the trip and the name of the trip.
04. Add as many participants as you are paying for. At the end of each participants name you will see a “pay” button. Click this. The next screen will be where you fill in the amount of the trip payment. *Please note that if you enter your name only with no payment you will be put on the “Waiting List”. Making a scheduled payment amount will enroll your name on the Official Trip Roster.* You will need to refresh the screen after making the first payment to change from “Waiting List” to “Traveling”.  
**(Refresh by either changing to a different screen and then go back to this screen to update it or use the F5 button at the top of your keyboard to refresh.)**
05. Fill in the amount of your travel protection payment in the “Travel Protection Amount” field. If travel protection has already been purchased or provided on your behalf, leave 0.00 in the field. Fill in the amount of your trip payment in the “Trip Payment” field.
06. Enter your Visa, MasterCard or American Express number, expiration date and the 3 or 4-digit security number (last number on the backside of your card). Click “**Submit**”. You will see a green “Thank you” and receive an email confirmation for that purchase. *If you see a “**Sorry, your payment cannot be processed**” notice, it is either due to a typing error or the issuing card company rejecting it. It is not ETI or the website determining the rejection. Please retype and submit again to see if you had typing errors or check with your issuing card company to resolve the problem. A confirmation email will state this too for reference. (Refer to #01 above.)*
07. Log out until next time when you will log in with your email & password. If you have forgotten your password the link to recover that is in the lower left-hand corner of the “Log in” Screen. You will receive an email with a link to reset your password. For your security ETI does not have access to your password.
08. REMEMBER, all payments are non-refundable and non-transferable after **03/15/19**.



Home
Trips

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[Home](#) > [Login](#)

## Login

FIRST TIME USERS: You must Register ([link below](#)) if this is the first time to make a payment. After you register, you will then need to Login.

Log In

Email Address:

Password:

Remember me next time.

[Register](#)  
[Forgot Password](#)

### Quick Links

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- [Student Tours](#)
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