

INSTRUCTIONS TO REGISTER STUDENT AND MAKE PAYMENTS

1. Go to www.uniquetravels.com
2. Hover over **MyUniqueTrip** (located in upper right hand corner of home page) and a drop down menu will appear
3. Click on **Your Tour (School name and destination)**
4. Click on **New Trip Signup**
5. Complete the Order Form
 Note: Review and agree to the Terms and Condition
6. Click on **Review Information** at bottom center of page
7. Review your information; If all is correct, enter the amount you wish to pay in the white box in the bottom left hand corner of the form. Then, click on **Proceed to Payment** at bottom center of page; If corrections need to be made, click on Change My Info at top left of page and repeat the process
8. The next screen shows your Order Summary and reflects the amount you wish to pay; If the amount is correct, choose how you wish to pay: **Paypal or** For debit or credit cards, click **Continue** at bottom center of page
9. Depending on your payment options, follow the prompts to enter your payment information, then click **Review and Continue**; If all is correct, click **Make Payment**

INSTRUCTIONS TO MAKE ADDITIONAL PAYMENTS

- I. You will receive an email AFTER you make your initial payment. It will have a link that you can click on to make your payments. SAVE THIS EMAIL; or
- II. Alternatively, ou can:
 1. Repeat Steps 1 through 3 above
 2. Enter your **Login** information; If you have forgotten this information, click on the **Lost Password** tab
 3. To view your Invoice which reflects payment due dates, payments made and your outstanding balance, click on the **invoice number** itself; This is located on the right side of the screen under **Orders & Invoices**; Look at the **Unpaid Invoices**
 4. To make a payment, click on the **Pay Now** in the Action column
 5. Enter the amount you wish to pay and follow the prompts (Steps 7-9 above)