

Individual Sign-Up Guide

Access your trip 24/7, anywhere you have an internet connection.

- Sign-up at www.tripaccount.com
- View trip information, invoices and terms
- Make secure payments
- Individual accounts are fully managed by tripaccount.com

Getting Started

Trip Account's online trip registration and payment system asks for personal contact information and requires payment by a major credit or debit card or e-check.



Trip Account's online payments are secured with thawte™ SSL Certificate Technology. Your financial information is never stored on our site or servers.



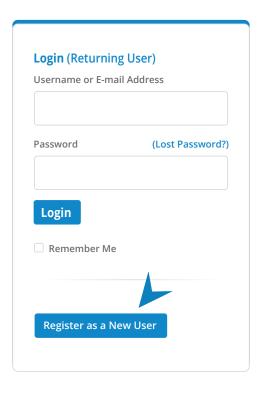
Step 1: Go Online

Go to www.tripaccount.com and select Register as a New User in the top right corner.



Step 2: New User

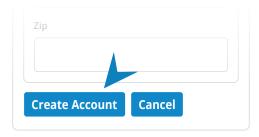
Click the **Register as a New User** link.



Step 3: Create Trip Account

Enter login details and contact information, click on **Create Account**.

Please enter your account information
Password
Password
Confirm Password
Email Address (Username)
Email



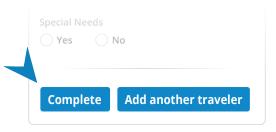
You will receive an email message shortly verifying your account has been created successfully.

Whenever you Login, use the email address (Username) and password that you just entered.

Step 4: Register a Traveler

Sign up a Student or Adult for your trip. You'll need the Trip Number (e.g., 1703-22-34) provided at the trip meeting, or by your Group Leader, or travel representative. Please enter the information requested, for each individual traveler, for whom you will pay. To complete each registration, you must accept the Tour Participant Payment Agreement link when it appears.

rip Identification Number *		
	rip number is provided at your tri vailable from your group leader.	
Photo I	D Name	
First Nam	e *	
Middle		
Last Nam	e *	
Last Nam	e*	



Step 5: Manage Your Account

Next time you login, this is your starting point - your Trip Dashboard:

Register traveler for a new trip

ABC H.S.
Last day to cancel with refund: April 7, 2024 (View cancellation policy)
Trip Highlights
Walt Disney World Resort Educational Workshop
June 23, 2019 - June 30, 2024
Briefing Date: June 15, 2024
Access Trip Post-Trip Survey
Mickey: \$XXX.XX Received
Donald: \$XXX.XX Received
Goofy: \$XXX.XX Received

Click **Access Trip** to do the following:

- Register a Traveler
- Make a Payment
- Cancel a Traveler
- See Proposed Itinerary
- Review Financial Information

Step 6: Make A Payment

Under Make a Payment, enter the payment amount for each Traveler and select Continue.

Proceed to fill out and review all payment information before you ultimatley click Submit to finalize payment.

Payments must be made on or before due dates.

Some payments are non-refundable.

Make a Payment		
Payment A	mount	
Please enter to pay for each	d travelers are listed below he amount you would like h traveler, then click roceed to the next step.	
Traveler	Payment per Travele	
Mickey		
Donald		
Goofy		
Continue	Cancel	

For questions about the Trip Sign-Up and Payment Program, please e-mail **support@tripaccount.com**

Please include **Trip Number and Group Name** in all correspondence.