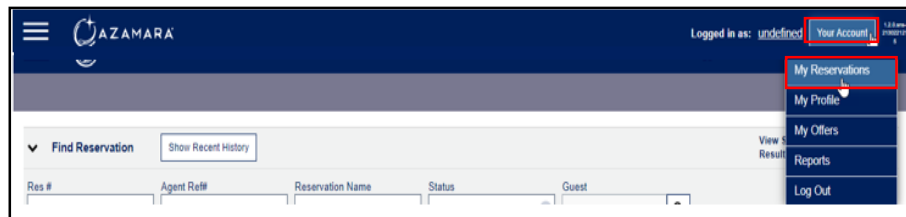



Travel Agent - How to Make a Credit Card Payment With One Card

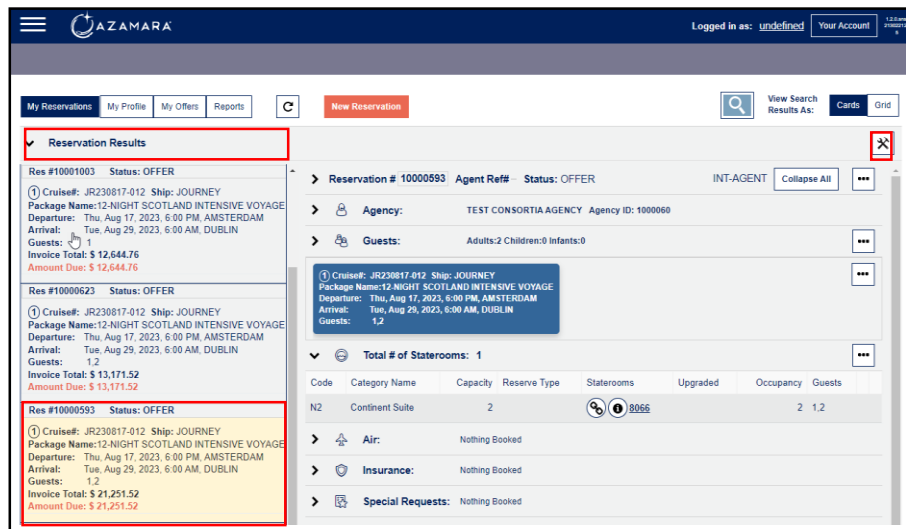
Step 1

Let us start by clicking on the **Your Account** tab. This will open a drop-down menu. Click the **My Reservations** tab.



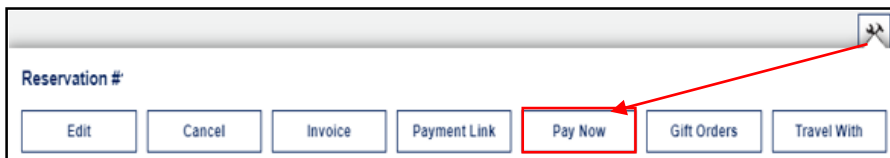
Step 2

You will be brought to My Reservation screen. Find the reservation you wish to work with under the **Reservations Results** column. Click on the Reservation you are working with, and it will become **highlighted**. Then go to the right side of the Reservation screen click the **Tools**  symbol.




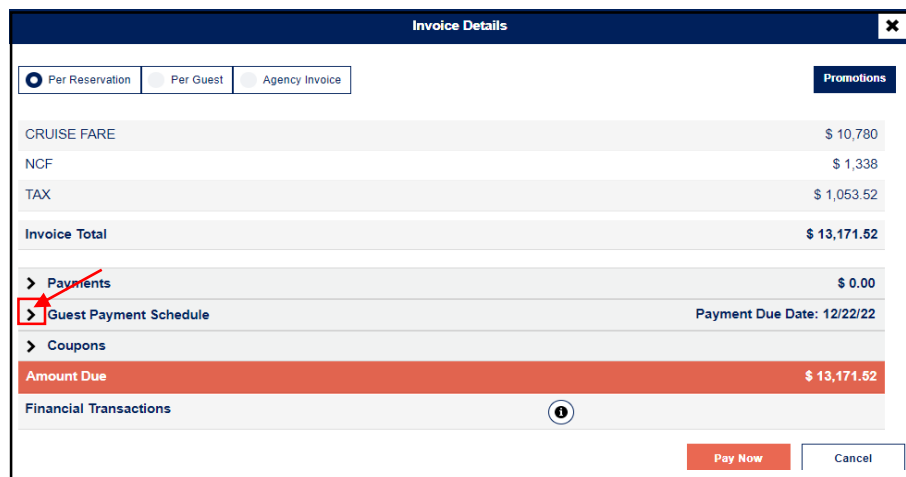
Step 3

This will open the Tools menu. Click the **Pay Now** tab.



Step 4

The Invoice Details screen will appear. Click the **Guest Payment Schedule**  arrow symbol to open the drop-down.



Step 5

This will open the Guest Payment Schedule / **Per Reservation** section. Here you will be able to see the

FIRST DEPOSIT – This will indicate the **Due Date** and **Amount** when the first deposit on the reservation is due.

FINAL DEPOSIT - This will indicate the **Due Date** and **Amount** when the Final Deposit on the reservation is due.

Click the **Pay Now** button to make your payment.

Invoice Details

☒ Per Reservation ☐ Per Guest ☐ Agency Invoice Promotions

CRUISE FARE	\$ 10,780
NCF	\$ 1,338
TAX	\$ 1,053.52
Invoice Total	\$ 13,171.52

> Payments \$ 0.00

▼ Guest Payment Schedule Payment Due Date: 12/22/22

Payment Type	Payment Code	Due Date	Total	Paid
FIRST DEPOSIT		12/22/22	\$ 2,200	
FINAL PAYMENT		5/19/23	\$ 10,971.52	
Total:			\$ 13,171.52	

> Coupons

Amount Due \$ 13,171.52

Financial Transactions 1

Pay Now Cancel

Step 6

You will be brought to the **Terms and Conditions** screen. Go down to the **Terms and Condition** lines and click both ☒ **Check Boxes**.

AZAMARA Logged in as: undefined Your Account 10000893 Reservation Discard



Please read and check Terms and Conditions and Ticket Contract below


☒ Accept the Terms and Conditions for Online/Mobile Reservation.

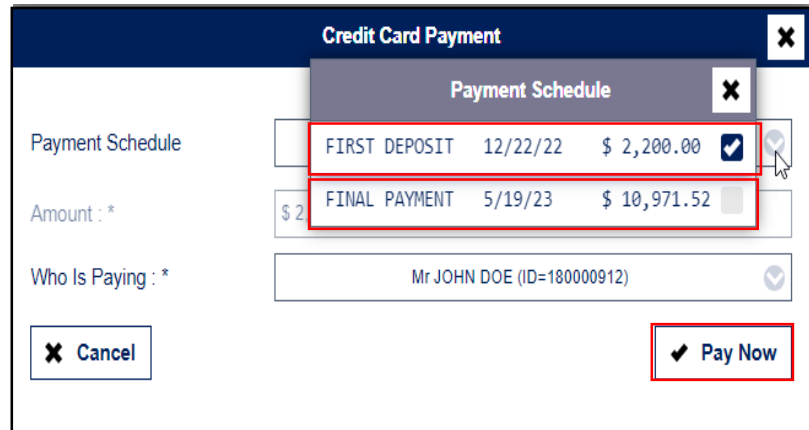
☒ accept the terms and conditions of Passage Contract.

Back

Step 7


This will bring us to the Credit Card Payment screen. On the **Payment Schedule** line click the down arrow  symbol. Check the box for either **First Deposit** or **Final Deposit**. Then go to the **Who Is Paying** line and click the drop-down **Arrow**  to select the **Guest** or **Agency** who is paying. Click the **Pay Now** button.

You will use the First Deposit  for this example.




Credit Card Payment

Payment Schedule

Payment Schedule: FIRST DEPOSIT 12/22/22 \$ 2,200.00 ☒ 

Amount: * \$2 FINAL PAYMENT 5/19/23 \$ 10,971.52 ☐

Who Is Paying: * Mr JOHN DOE (ID=180000912) 

Cancel **Pay Now**

Step 8

This will bring us to the Credit Card Payment Details screen. Enter the following.

Name – Add the Guest Name on the card.

Credit Card #

Month – Month on the card.

Year – Year of the Card.

CVV # - Add the CVV number.

Billing Address – Add the billing address.

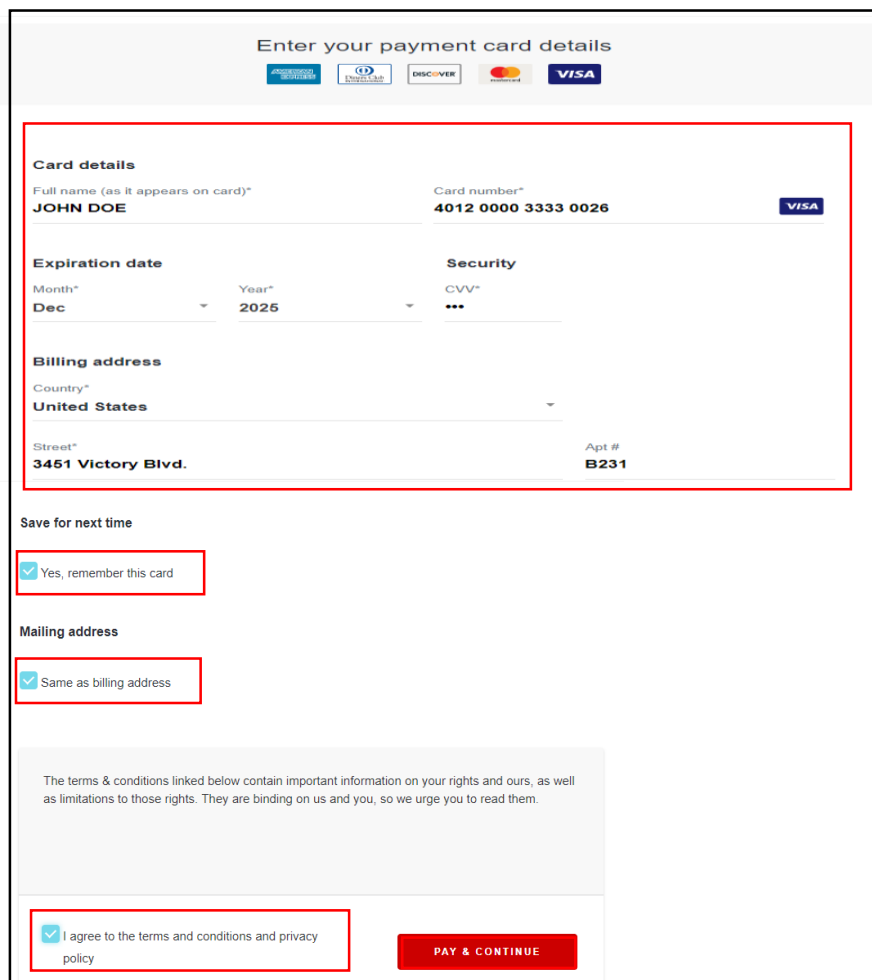
Save for next time.

☒ Yes, remember the card.
mailing address

☒ Save as billing address.


☒ I Agree check box with the terms.

Click the **Pay & Confirm** button.



Enter your payment card details

Card details

Full name (as it appears on card)* JOHN DOE Card number* 4012 0000 3333 0026 

Expiration date Month* Dec Year* 2025 **Security** CVV* ***

Billing address

Country* United States

Street* 3451 Victory Blvd. Apt # B231

Save for next time

☒ Yes, remember this card

Mailing address

☒ Same as billing address

The terms & conditions linked below contain important information on your rights and ours, as well as limitations to those rights. They are binding on us and you, so we urge you to read them.

☒ I agree to the terms and conditions and privacy policy **PAY & CONTINUE**

Step 9

You will be brought to the Your Payment is Confirmed screen. Click the **Continue** button to complete the payment process.

Your payment is confirmed.

Reservation Info

Res #	10000593	
Trans.#	100803	
Amount	\$ 2,200	

Credit Card Info

VISA	401200*****0026	
Valid Thru	12/2025	
Holder Info	John Doe	

Continue