

## Step by Step Guide to Paying for Multiple Items

When you register for a course you will be taken to the following screen:

The screenshot shows a 'Review and confirm' page for a course. The course title is 'AF161 The Fascinating Showroom of La Manufacture de Prelle: Royal Silk Weavers'. The total amount is €18.00 (EUR). The registration type is 'Full Course AF161 - €18.00 (EUR)'. The event details are: '16 Feb 2012 3:00 PM - 4:00 PM' at 'Manufacture Prelle: 5, Place des Victoires, 75001, Paris; Metro: Bourse or Sentier. Meet at 2.45 PM at this location.' The payment instructions are: 'You have the following payment options: Online: You can pay for a single item or multiple items at once. Choose Online Payment to pay through our secure Paypal system. Cheque: Send a cheque, payable to WICE, to the address below, indicating the course code and name of the course. Credit Card: Call the office and give your credit card details over the phone. The details will not be stored and will be disposed of securely. Cash: You are always welcome to drop in and see us and pay by cash.' There are buttons for 'Cancel', 'Back', and 'Confirm and proceed with payment'. A 'Balance due: €15.00' is shown in the bottom right corner. A white arrow points to the 'Confirm and proceed with payment' button.

Click on Confirm and proceed with payment to confirm your registration. This will take you to your Profile and a list of your registrations. Continue shopping by navigating as usual around the WICE website.

The screenshot shows the 'My profile' page. The navigation bar includes 'Home', 'About us', 'Our courses', 'Programs & Events', 'Become a member', 'Volunteer', 'WICE Blog', 'Links', and 'Contact'. The page title is 'My profile' and the balance due is €15.00. There is an 'Edit profile' button and links for 'Profile', 'Privacy', 'Email subscriptions', 'Member photo albums', and 'Invoices and payments'. A yellow box highlights a 'Balance due (1 items): €15.00' with a 'Pay online' button. A white arrow points to the 'Pay online' button. A text box says: 'Click when you have registered for all courses that you wish to attend and pay the full balance.' Below this is a search bar and a table of transactions. The table has columns for 'Date', 'Transaction', and 'Balance due'. The first row shows a transaction on '14 Dec 2011' for 'Invoice #01436' with a balance due of '€15.00'. The second row shows a transaction on '29 Oct 2011' for 'Invoice #01223' with a balance of '€110.00' and a 'Paid: 29 Oct 2011' date. The third row shows a transaction on '29 Oct 2011' for 'Payment' with a balance of '€110.00' and a 'Settled' status. A 'Balance due: €15.00' is shown in the bottom right corner. A 'Messages' button is also visible.

With each new registration you will be taken through the two screens above.

When you are happy with your registrations, if you are already in the above screen, click on Pay online to go to Paypal. If you are not in this screen, view your profile (steps below) and pay online as above.

If you are paying by cheque or credit card you will see the warning message detailing your outstanding balance at each log on, until your payment has been processed by the office.

You can view your list of registrations at any time. Just click on View Profile when you are logged into the website.



GILLIAN MORTIMER  
View profile  
Change password  
Logout

Home About us Our courses Programs & Events Become a member Volunteer WICE Blog Links Contact



**WICE is an Anglophone association, that provides cultural, educational & social activities to the English-speaking community in Paris.**

Are you wondering what to do in Paris?

- Join in activities for Paris Anglophones.
- Master the art of living in France.
- Network with English-speakers in Paris.

Whether you're an expat or a new resident, WICE offers a range of courses that will enrich your life in

Then click on Invoices and Payments to see your list.

Home About us Our courses Programs & Events Become a member Volunteer WICE Blog Links Contact

## My profile

Edit profile

Profile [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

### Membership details

Membership level **B: Joint Membership** - €75.00 (EUR)  
Bundle (up to 2 members)  
Subscription period: 1 year  
No recurring payments

Change membership level

Membership status **Active**  
Member since 09 Mar 2010  
Renewal due on 30 Mar 2012

Renew until 30 Mar 2013

### Bundle summary

Bundle limit 2  
Used so far 2