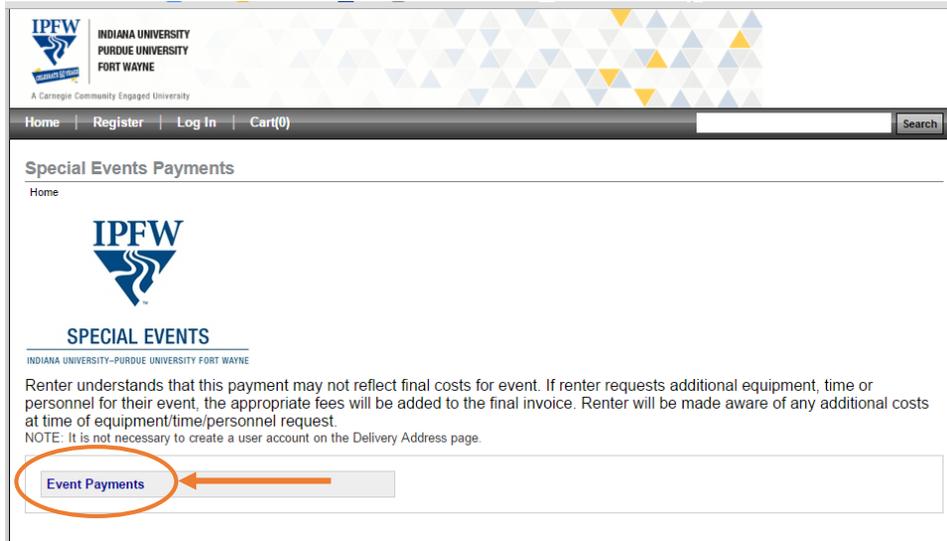
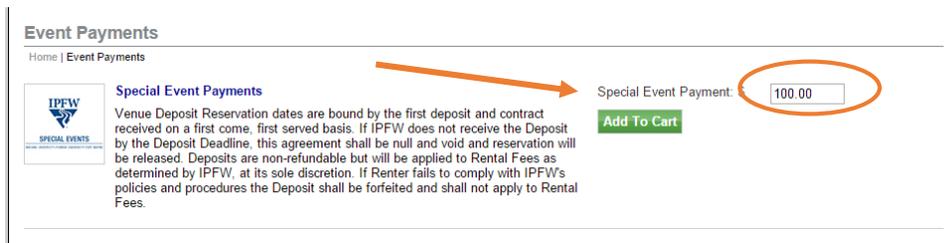


How to use the make your payment using the Special Events Online Payment Site.

1. Visit https://tweb1.ipfw.edu/C20091_ustores/web/store_main.jsp?STOREID=27&SINGLESTORE=true
2. Select Event Payments



3. On this screen you'll be prompted to enter the amount of your payment. If you have any question about how much you should pay you should contact your event coordinator prior to making your payment.



4. On the next screen you'll be prompted to enter your payment details. Name (as it appears on your contract), address, phone number, email address, and event details (Event Name and Event Date). Then click continue.

Special Event Payments

Special Event Payment: \$100.00 *Indicates required information

Name

* Last Name: Smith * First Name: John

Address

* Street Address: 2101 E Coliseum Blvd * City: Fort Wayne * State: IN * Zip Code: 46805

* Event Date: 05/21/2015

* Event Name: Smith Grad Party

* Phone Number: (260) 481-6612

* Email: albaugh@ipfw.edu

Continue

- On the next screen you will confirm the amount of your payment and information to proceed to entering your payment click checkout.

Cart
Home | Event Payments | Cart

Items in your Cart

Item Name	Remove	Amount
Special Event Payments Event Date: 05/21/2015 Event Name: Smith Grad Party Phone Number: (260) 481-6612 Email: albaugh@ipfw.edu Last Name: Smith First Name: John Street Address: 2101 E Coliseum Blvd City: Fort Wayne State: IN Zip Code: 46805		\$100.00
Total:		\$100.00

[Continue](#) [Checkout](#)

- After you hit checkout you will be prompted to enter your email address. On this screen you will want to want to continue unregistered. There is no need to register or create an account on this page.

Delivery Address
Home | Cart | Address | Payment Methods | Review | Receipt

Contact Information

Please enter the email address for this Payment.

*Indicates required information

*Email Address:

[Continue Unregistered](#)

Payment Summary

Item Total:	\$100.00
Total:	\$100.00

Registered Users

Username:

Password:

[Login](#)

New Users

[Register Now](#)

Items in your Cart

Item Name	Amount	
Special Event Payments Event Date: 05/21/2015 Event Name: Smith Grad Party Phone Number: (260) 481-6612 Email: albaugh@ipfw.edu Last Name: Smith First Name: John Street Address: 2101 E Coliseum Blvd City: Fort Wayne State: IN Zip Code: 46805	\$100.00	
Total:		\$100.00

- On the last screen you'll be prompted to enter your credit card information. IPFW proudly accepts VISA, MasterCard, and Discover. You'll have the chance to confirm your payment and then you'll receive a payment confirmation via email.

Payment Methods

Home | Cart | Address | Payment Methods | **Review** | Receipt

Payment Method

Please select your payment method.

*Indicates required information

*Payment method: Credit Card

Credit Card

*Card Type: Select a Card Type ▼

*Credit Card Number:

*Expiration Date: 05 ▼ 2015 ▼

*Security Code: [View example](#)

Credit Card - Available credit card issuers.

Billing Information

*Name:

*Street Address 1:

Street Address 2:

*City:

*State / Province: Indiana ▼

*ZIP / Postal Code:

*Country: United States ▼

Payment Summary

Item Total:	\$100.00
Tax:	\$0.00
Total:	\$100.00

Continue

Items in your Cart

Item Name	Amount
Special Event Payments	\$100.00
Event Date:	05/26/2015
Event Name:	Smith Grad Party
Phone Number:	(260) 481-6555
Email:	albaugh@ipfw.edu
Last Name:	Smith
First Name:	John
Street Address:	2101 E Coliseum Blvd
City:	Fort Wayne
State:	IN
Zip Code:	46805
Total:	\$100.00

8. On the next screen you'll have the chance to confirm your payment details.

Review Payment
 Home | Cart | Address | Payment Methods | Review | Receipt

Payment Summary		Contact Information	
Item Total:	\$131.25	albaughr@ipfw.edu	Edit
Tax:	\$0.00		
Total:	\$131.25		

Return Policy Agreement

Special Events Payments

Cancellation
 IPFW retains the right to cancel this contract with written notice at any time for the following reasons: misrepresentation of the event, lack of insurance, deposit check returned by bank, threats of violence or actual violence to any IPFW employee or subcontractor by renter's employees or subcontractors, threats of damage or actual damage to IPFW facilities by renter's employees or subcontractors, damage or theft of IPFW property by renter's employees or subcontractors or failure to abide by the terms and conditions of this rental contract. Cancellation by IPFW for any of the above mentioned reasons will result in the loss of the entire rental amount. Canceled events will be subject to Cancellation Fees established by IPFW. Renter was made aware of this policy by clicking Submit Payment, I agree to the above Return Policy

[Submit Payment](#) [Print Agreement](#)

Payment Information

Payment	Details	Billing Information	Summary
Visa	xxxxxxxxxxxx1234	John Smith 2101 E. Coliseum Blvd Fort Wayne, IN 46805 United States	Special Event Payments \$131.25 Tax: \$0.00 Total: \$131.25

[Change Payment Information](#)

Items in your Cart

Item Name	Amount
Special Event Payments	\$131.25

9. The final screen is a confirmation of your payment and you will also receive a receipt via email.

Payment Receipt

Thank you! This is your Payment summary.

A Payment confirmation email was sent to the following address: albaughr@ipfw.edu

[Print](#) [Continue](#)

Payment #32240 Special Events Payments

Payment	Details	Billing Information
Visa Reference Number: 20150601000000 Card Type: VISA	xxxxxxxxxxxx1234 John Smith	John Smith 2101 E. Coliseum Blvd Fort Wayne, IN 46805 United States

Item Information	Amount
Special Event Payments	\$131.25
Event Date:	05/21/2015
Event Name:	Smith Grad Party
Phone Number:	(260) 481-6612
Email:	albaughr@ipfw.edu
Last Name:	Smith
First Name:	John
Street Address:	2101 E Coliseum Blvd
City:	Fort Wayne
State:	IN
Zip Code:	46805
	SubTotal: \$131.25
	Tax: \$0.00
	Total: \$131.25

If you have any questions about making your payment you can contact your event coordinator or you can contact the box office supervisor at 260-481-0210.