



RESERVATION PAYMENT PROCESS

1. EMAIL

When you get your email, you have the following message (with your name and your park information):

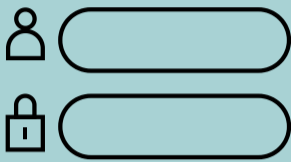


New Reservation Information for Facility: Shelter-DA (Deerwood Arboretum Shelter), Customer Name: Community Relations Date: 04/09/2024 at 10:00 am to 12:30 pm

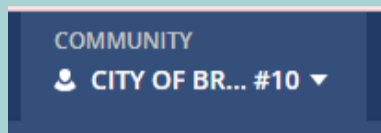
Please follow the link here to pay reservation balance.

2. LOGIN

a. From here you can click on the “here” link and it will take you to the log in page of your household account. Log in.

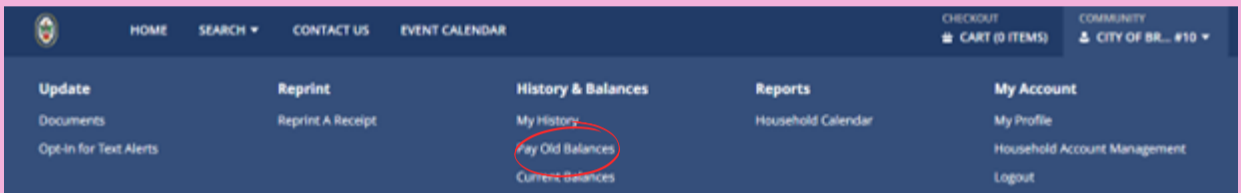


b. Now click on your name in the upper right hand corner.



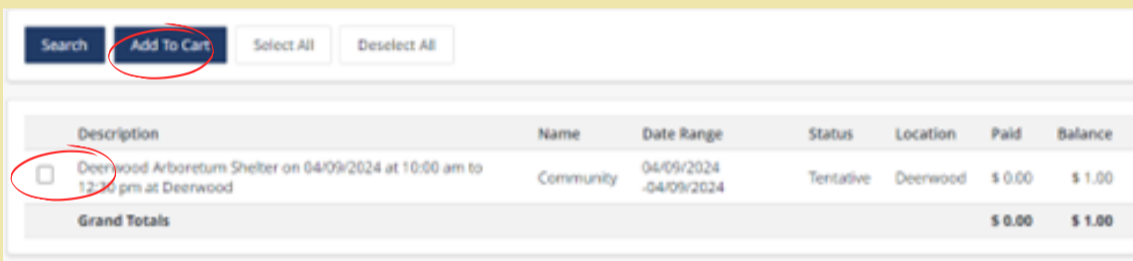
3. HISTORY & BALANCES

Go to History & Balances and click on Pay Old Balances. Here you will find the most recent reservation that you placed that has an open balance that needs to be paid.



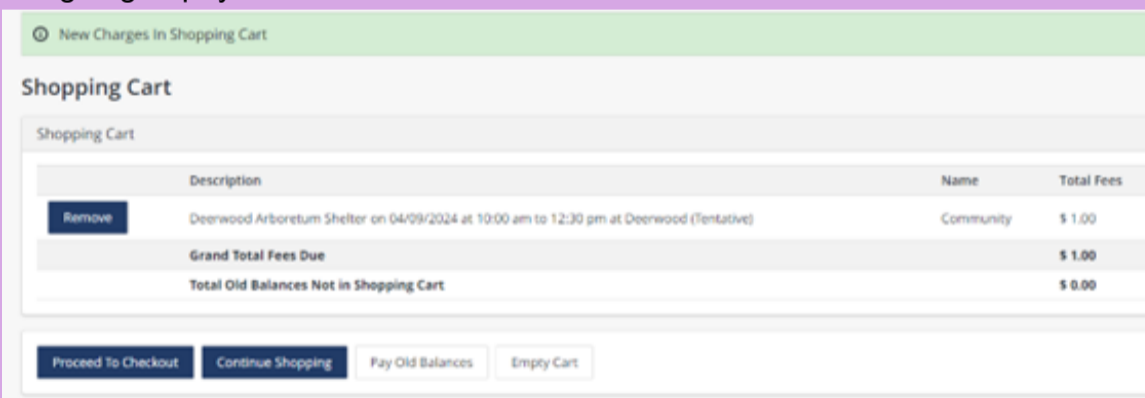
4. PAY OLD BALANCES

If everything is correct, check the box to the left of the Description and Click Add to Cart

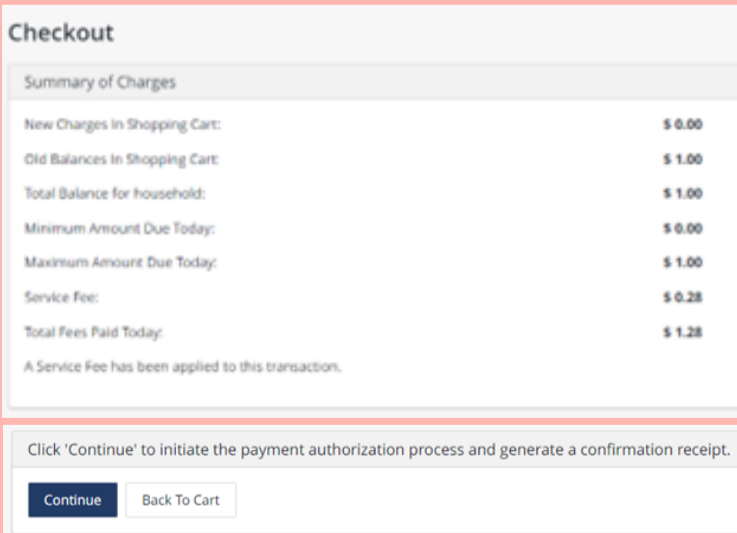


5. SHOPPING CART

Now you have your balance in your cart and can make payment to confirm your reservation. You will see your Grand Total Fees Due and that is the amount that you are going to pay. Now Proceed to Checkout.

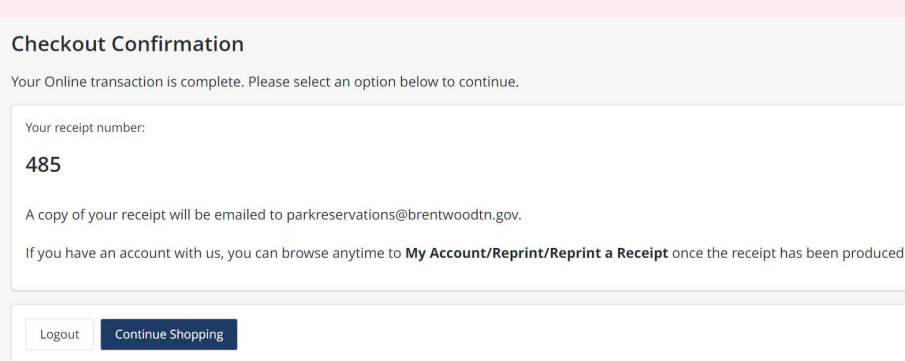


6. CHECK OUT & CONFIRM



Summary of your charges. You will enter your CC info at the bottom of the page then submit. Lastly you will get a Paid screen and you are now confirmed.

7. PAID



You have submitted payment and your transaction is complete. Check your email for your receipt.