

Delegate Credit/Debit Card Payment Instructions

1. WEB ADDRESS

www.solent.ac.uk/pay

Check for the **https://** at the start of the redirected web address

The payment system utilises an SSL server and 3-D secure payment protocol system



2. FOLLOW THE INSTRUCTIONS BELOW TO LOG IN AS A CONFERENCE DELEGATE

- i. In the student ID field enter the following: **ICICTE** ! *Please do not enter your own name here*
- ii. In the date of birth field enter: **01-Jan-2001** ! *Please do not enter your own date of birth*
- iii. **Tick the box** if you have read and accepted our terms and conditions
- iv. **Click continue**

Student Details

Student ID *

Date of Birth * - -

Terms and Conditions

Please tick the following box to confirm that you have read and accept the University's [Terms and Conditions](#)

I accept the Terms and Conditions *

To proceed click Continue

3 PAYMENT OPTIONS

- i. **Tick the box** next to “Commercial Charges eg. Sports Memberships”
- ii. **Enter** the correct payment amount in GBP *! Please refer to registration form*
- iii. **Tick the box** if you have read and accepted our terms and conditions
- iv. **Click continue**

Payment Options

VISA VISA DEBIT MasterCard Maestro

Description *	Total Amount (GBP) *	One off Card Payment
<input type="checkbox"/> Tuition Related Charges (including: library fines, resit fees, lost laptops and CAS deposits)	<input type="text"/>	<input type="radio"/>
<input type="checkbox"/> Accommodation Related Charges (including: room fees and damage charges)	<input type="text"/>	<input type="radio"/>
<input type="checkbox"/> Warsash Tuition Related Charges (including: library fines and resit fees)	<input type="text"/>	<input type="radio"/>
<input type="checkbox"/> Warsash Accommodation Related Charges (excluding: Hamblemeads)	<input type="text"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Commercial charges eg. Sports Memberships	<input type="text"/>	<input checked="" type="radio"/>

Delegate registration rates can be found at www.icicte.org, or section 3 of the registration form

4 PAYMENT REFERENCE

- i. **Enter your name** followed by **ICICTE** as the payment detail.

This is the payment reference.

Please provide details of what you are paying for here. For club memberships please name the club you are joining.

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5 SUMMARY CHECK

- i. Check the summary information and the payment value
- ii. **Press Continue** to proceed

6 ENTER PAYMENT DETAILS

- i. **Enter** the relevant payment card details into the required fields
- ii. **Enter** billing address and email address into the required fields
- iii. **Press Continue** to proceed

7 FINAL REVIEW

- i. This is the final chance to review the information you have provided
- ii. The confirmation and receipt of payment will be sent to the email address you have provided, so ensure this is correctly entered into the field
- iii. Click **Confirm the transaction** to continue

8 SUMMARY OF PURCHASE

- i. You can now see a summary of your purchase including a payment reference and confirmation of email address used for receipting purposes
- ii. You can **print** a copy if you wish
- iii. To complete the transaction, **click Finish**