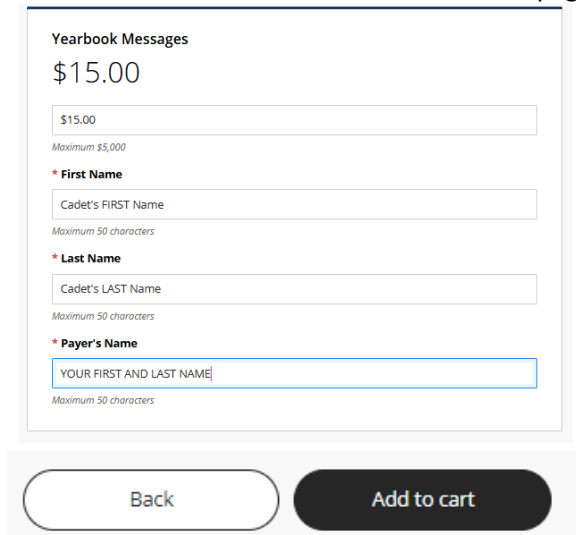


# GUIDANCE ON PAYMENT STEPS FOR CONGRATULATORY MESSAGES TO THE GRADUATING SENIORS

1. Submit your message (no more than 300 characters)
  2. After you submit your message, you will be automatically directed to the **CREDIT CARD payment site** (See “Credit Card Payment Guidance” below) **OR** If you would rather **pay via VENMO**- send payment to @Jenni-Garrott (use 9392 if prompted to submit last 4 digits of phone #)
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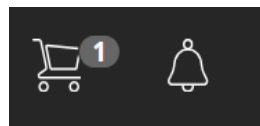
## CREDIT CARD Payment Guidance:

- On the CC payment site, fill out the information fields:
  - CADET’S FIRST NAME
  - CADET’S LAST NAME
  - PAYER’S NAME (person paying for the message/ point of contact)
  - Click “Add to cart” at the bottom left of the page



The screenshot shows a payment form titled "Yearbook Messages" with a total amount of \$15.00. It includes a text input field for the amount, a "Back" button, and a "Add to cart" button. Below the amount field are three required text input fields: "Cadet's FIRST Name", "Cadet's LAST Name", and "Payer's Name". Each name field has a "Maximum 50 characters" limit. The "Payer's Name" field contains the placeholder text "YOUR FIRST AND LAST NAME".

- Next, you will see that the cart (in the top right of the window) shows that you have one item in the cart:



- Click the CART... a “Cart Summary” will open:

Description	Amount
Yearbook Messages Quantity: 1 <a href="#">Edit details</a>   <a href="#">Remove</a>	\$15.00
Subtotal (1 item)	\$15.00

[Checkout](#)

- Click “Checkout” on the cart summary page and click “CONTINUE AS GUEST”

Sign in or continue as a guest ×

\* Email address or user name

\* Password

[Sign in](#)

[Create account](#) | [Forgot password](#)

or

[Continue as guest](#)

- Once again input your name and email and continue to the C/C Payment page WHERE YOU WILL FINALLY PUT IN YOUR CARD INFORMATION. **If you have any questions, call Jenni Garrott @ 843-276-9392.**

\* Your Name  
  
Maximum 50 characters

\* Email Address  
  
Maximum 50 characters

Payment amount  
\$15

\* Payment method

AMERICAN EXPRESS DISCOVER JCB Mastercard PAYCOMERIS VISA

\* Card number

\* Expiration date  \* Security code

\* Zip/Postal code