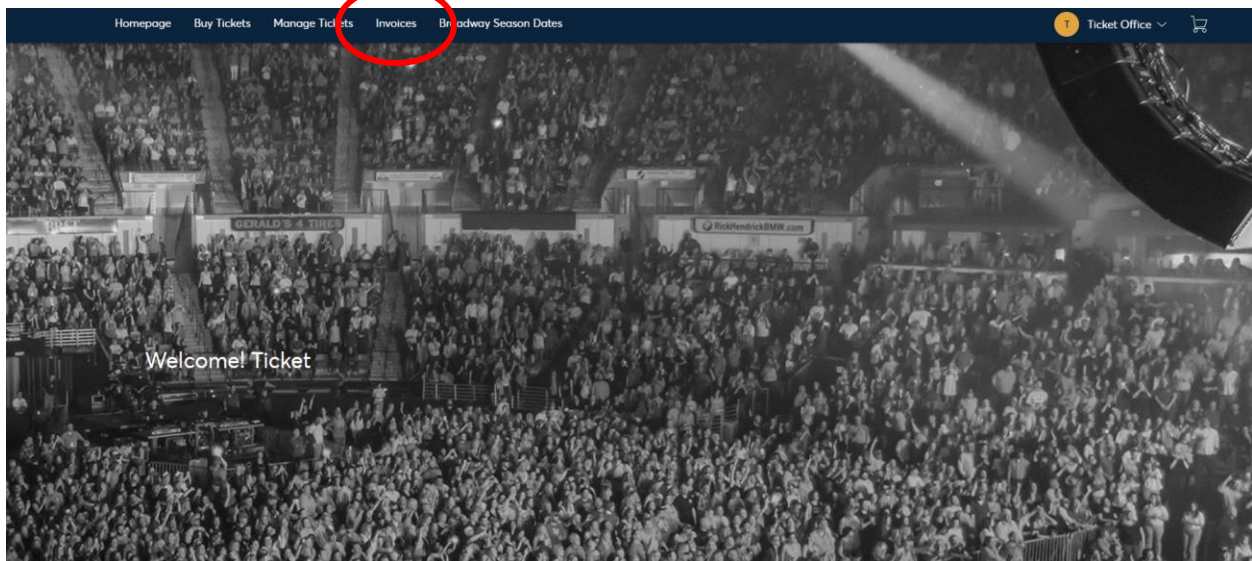
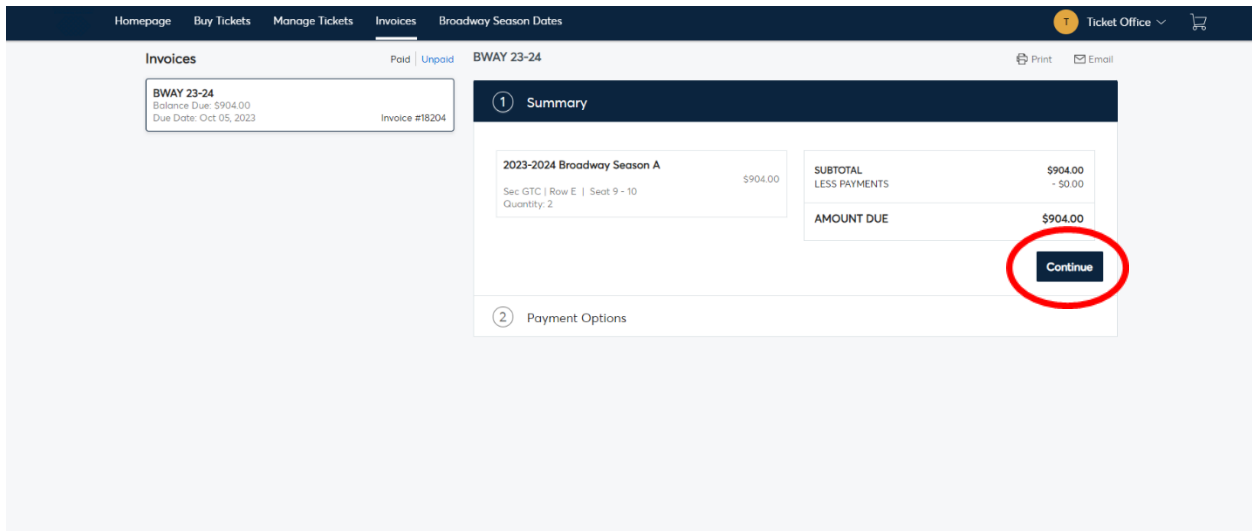


## Account Manager Guide - Renewing Season Tickets/Making a Payment

1. After logging into your account, click the “Invoices” tab on the top of your screen.



2. From here, you can make payments and view the invoices attached to your Best of Broadway or POPS! Renewal. Click “Continue” after you have reviewed the invoice.



- From here you can select your preferred payment option. For Best of Broadway and POPS! you can sign-up for a payment plans during the new enrollment/renewal period. You can also click the “Split this payment” button in order to use multiple cards. Make sure to Accept Terms and Conditions and click “Pay Now”.

The screenshot displays the 'Invoices' section of a Ticket Office website. The main header includes navigation links: 'Homepage', 'Buy Tickets', 'Manage Tickets', 'Invoices', and 'Broadway Season Dates'. The user is logged in as 'Ticket Office'. The current invoice is for 'BWAY 23-24' with a balance due of \$904.00 and a due date of Oct 05, 2023. The 'Payment Options' section is highlighted, showing a dropdown menu for 'Payment Option' and a section for 'Payment Method' with an 'Add Payment Method' button and a 'Split this payment' checkbox. A summary table on the right shows the subtotal and amount due. A 'Pay Now' button is circled in red at the bottom right of the form.

Summary		AMOUNT DUE
		\$904.00

Payment Options	
Payment Option	
Select Payment Option	
Payment Method	
Add Payment Method	
<input type="checkbox"/> Split this payment	

Summary	
SUBTOTAL	\$904.00
LESS PAYMENTS	-\$0.00
AMOUNT DUE	\$904.00
PAY TODAY	\$904.00

I Accept Terms and Conditions

**Pay Now**

\*Please reach out to us if you are experiencing any issues or need to make updates to your invoice. For instance, if you'd like to change your seats, need to add or remove a seat from your group, do not see the correct seats listed, or are having issues setting up your payment plan. We can be reached at [accountmanager@northcharlestoncoliseum.com](mailto:accountmanager@northcharlestoncoliseum.com) or at (843) 202-2787.

\*\*Please ensure your mailing address, contact information, and credit card information is up to date in your account. If you need to change anything, please email us at [accountmanager@northcharlestoncoliseum.com](mailto:accountmanager@northcharlestoncoliseum.com)