Payment Process

1. Try logging into the PASS-Port system. If you receive the following message “You are not currently enrolled. Please contact your PASS-Port administrator.”, please contact Mr. Sanson immediately through the phone and email.

2. If able to log in, a screen will come up saying “Welcome to Subscription Management, PASS-Port 1.X at NSULA” If this is your first time doing this, the system will tell you that you have “No previous subscription for PASS-Port 1.X was found.” You are still okay. If you have paid and you receive this error, contact me.

3. A question is located at the bottom of the screen asking “Would you like to purchase a subscription to PASS-Port 1.X?” Choose Yes.

4. The screen will change asking for your billing information. Please complete the boxes on the screen and click Next.

5. Once completed, the screen will change asking you which subscription length would you like. Chose the option that is appropriate for you.
   a. 1-year subscription: $38.00
   b. 3-year subscription: $85.00
   c. 7-year subscription: $108.00

   Once you choose your subscription length, click Next.

6. The screen will change asking for your credit card information. The site is a secure site so no information will be leaked. You must use a credit card in order to complete the transaction.
   a. Type in the name that is on the credit card.
   b. Type in the account number.
   c. Select the Expiration Date.
   d. Type in the CW#. Click on What is this? to receive information about that.

   Once your information is completed, click Next.

7. Next, you will see a screen showing all of the information you have entered into the system so far. Please check to make sure that it is all correct. If it is, click Submit Order.

8. If the information provided is correct and payment is accepted, you will receive a Congratulations! screen and you will be able to return to the PASS-Port log-in screen to use your account.

   If there was a problem, an Error!-Declined screen will appear and you need to contact ILAT’s customer support department to fix the problem. There direct number is 1-877-284-0330.

If you have any questions, please contact Mr. Sanson directly.

Problems?? Use contact information listed above. Also try: http://www.nsula.edu/passport.

Modified: January 17, 2007