

*Note: If you pay with check or cash you do not need to read this.*

## **Instructions for paying by credit card online**

Before you begin, create a username and password and write them down.

Username: at least 4 characters

Password: 6-20 characters with at least 1 number

You can only pay for one person. A husband and wife would have to create two separate accounts.

To begin, go to the SAIL website [www.collin.edu/sail](http://www.collin.edu/sail)

On the homepage, choose Pay online with Visa, Mastercard or Discover (it's located on the far right side of the screen)

"Click here to pay for SAIL using your credit card"

Click on "Tuition per semester to enroll in 1 or more courses"

Click on "Register"

Enter your username and password

Enter your first and last name and email address

Enter your default address. (If your billing address and mailing address are the same, you won't have to do this again.) Enter your 9-digit zip code or they will flag your address later on.

Click on "Create Account"

Here you can make changes to your email, delivery or billing address. Don't bother with the phone numbers.

Click on "Continue Shopping" (note: this appears to be a loop, but keep going)

Select a store (Seniors Active in Learning)

"Click here to pay for SAIL using your credit card"

Click on "Tuition per semester to enroll in 1 or more courses"

Click on:

"Add to Cart"

"Check Out"

"Continue to Payment"

"Verify your address"

"Continue" -- Enter c/c information: type, number, expiration date, security code

"Continue" -- Check your information to see if it is correct

"Submit Order"

You should receive a confirmation email. This means your payment was received. A second email will arrive later after your account has been charged.