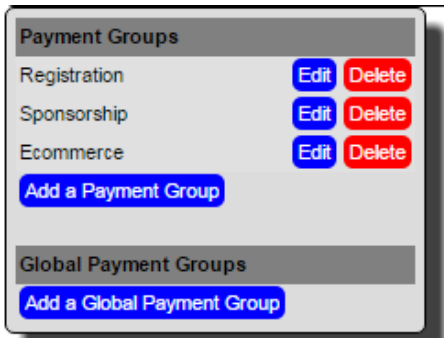


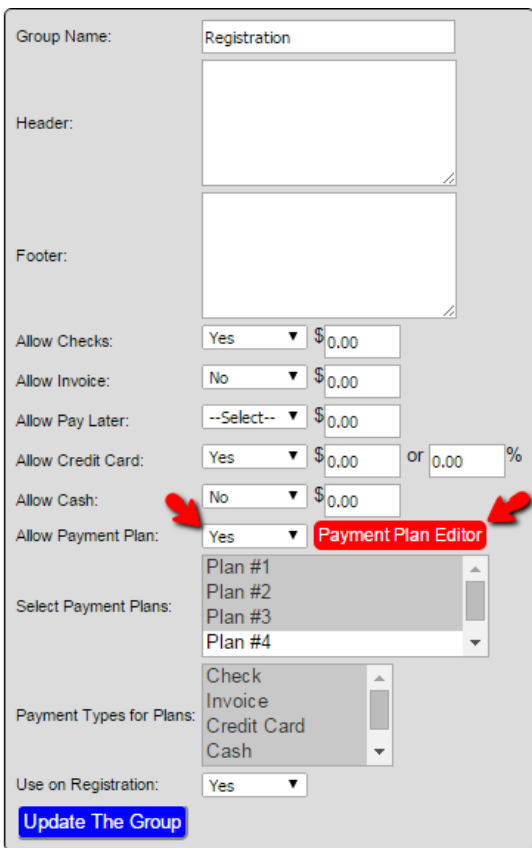
Admin Site

How do you setup payment plans?

You go to setup->registration->payment groups. There you can add a payment group or choose to edit an existing one.



When editing or creating a payment group, you have the option of allowing a payment plan.

A screenshot of the 'Payment Group' configuration form. The 'Group Name' field is set to 'Registration'. There are text areas for 'Header' and 'Footer'. Below these are several options with dropdown menus and input fields: 'Allow Checks' (Yes, \$0.00), 'Allow Invoice' (No, \$0.00), 'Allow Pay Later' (--Select--, \$0.00), 'Allow Credit Card' (Yes, \$0.00 or 0.00%), 'Allow Cash' (No, \$0.00), and 'Allow Payment Plan' (Yes, with a red arrow pointing to the dropdown and another red arrow pointing to a red 'Payment Plan Editor' button). Below these are 'Select Payment Plans' (a list with Plan #1-4 and a plus sign), 'Payment Types for Plans' (a list with Check, Invoice, Credit Card, Cash), and 'Use on Registration' (Yes). A blue 'Update The Group' button is at the bottom.

Make sure yes is selected then click payment plan editor. In the new window, click the plus sign to add a payment plan. Fill out the payment plan form according to your requirements.

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| Edit Payment Plan | |
|---------------------------------|--------------------------|
| Name: | Plan #1 |
| # of Payments: | 3 |
| Payment Date Method: | Custom Dates ▼ |
| Payment Amount Method: | Calculate Amounts ▼ |
| Date of First Payment: | 09/02/2010 |
| - OR calculate from Entry Date: | <input type="checkbox"/> |
| Date of Second Payment: | 09/23/2010 |
| Date of Third Payment: | 10/14/2010 |
| Down Payment: | 25 % |

Unique solution ID: #1044

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