



## **INDIVIDUAL PAYMENT SYSTEM (IPS) INSTRUCTIONS**

**Please read thoroughly!**

**Questions or Concerns - contact Linda Perin, Bennett Travel Business Manager**

**Email: [linda@bennett-travel.com](mailto:linda@bennett-travel.com)**

**Phone: 269-953-8101**

1. **ONLY A PARENT/GUARDIAN** can sign up their child/student **using their email address.**
2. **STUDENTS** are not allowed to sign up themselves.

**IMPORTANT:** Please make sure your web browser is updated. Older versions of Internet Explorer will not work. You may need to clear the cache, refresh your browser and restart the process if you experience any difficulties or receive an error message. Some work environments prohibit employees to do personal online work or have a firewall that will block access to our payment portal site.

**TO THE GROUP LEADER:** You have been added as an administrator in order to view who has signed up and monitor payments. However, you need to create an online account to gain access and also enroll in the trip. Please use your School/Organization email address you provided in the Tour Contract to create your online account. You will have your personal Online Payment Dashboard and a separate School Admin Dashboard.

## **STEPS TO CREATE AN ONLINE ACCOUNT**

1. Go to: [www.bennett-travel.com](http://www.bennett-travel.com)
2. Select 'Online Payment' (top right of home page)
3. At next screen, click on **Please make your online payments here**
4. Fill out: **First time visitors, register here.**  
The email address you use will be the log-in user name for the account. Please no student/child email addresses are to be used. Be sure to remember the password you create for your account. Then click on "**Create Account**". The Trip ID is found in Step 5 on page 2 of these Instructions.

**If you have previously participated in an online trip** you will need to use the 'Already have an account?' option. Use the email address previously used to create your online account to log in. If needed, click on 'Forgot Password?' and a password-reset link will be sent to the email address previously used to create your account. You may need to check your Spam email if you do not immediately see this email in your In Box.

**Note:** Multiple payor families for a particular participant should share the same account. Whoever sets up the account must share the account log-in and password that you created. All payment & personal information is confidential for each payor – it simply displays how much was paid for the individual trip participant. Please do not create separate accounts for the same trip participant for different payers.

5. For **CHIPPEWA VALLEY HS BAND** the TRIP ID & PASSWORD is:

**TRIP ID: CHIPPEWAVALLEYHSB-FLA2022**

**PASSWORD: 1p6pQmUA**

**Note: Trip ID is ALL CAPS, NO SPACES.** Password is case sensitive.  
Click 'Submit' and you will be taken to the account/payment page.

6. Click on '**Add New Traveler**'  
Enter the traveler's name and select the button to indicate student or adult. If your group is flying to your destination, you must complete the fields for Middle Name and Date of Birth as this information is required by all airlines. Be sure to click the '**Create Traveler**' button when you finish entering the information for each traveler. You may add up to 6 travelers. When a traveler is added to your account the Payment Schedule will display the cost of the trip and the payment due dates.  
  
If desired, below the 'Add Traveler' section is a link to '**Request Room Upgrade**'. Please refer to the Cost Addendum provided for your trip for the additional costs associated with a hotel room upgrade.
7. Scroll to the upper right corner of the screen for the '**Make A Payment**' button. Complete all information on the next screen and click the '**Pay**' button at the bottom. A receipt will be emailed to you. **Note:** You will need to log into your account each time a payment is due to submit payment. Your credit card is not automatically charged. **All payments from clients are subject to the Bennett Travel Cancellation and Refund Policy that is available to you under Trip Documents.**
8. There is a section for Bennett Travel to post informational messages to your account.
9. Under **Trip Documents** all trip related documentation is available to view or download. Any updated Itineraries or Cost Addendums will be posted to this area for your use.
10. Be sure to log out of your account portal when finished.

If you have any questions please contact Linda Perin, the Bennett Travel Business Manager, at (269) 953-8101 or [linda@bennett-travel.com](mailto:linda@bennett-travel.com). Please be sure to include your name, the name of your group, and your phone number in your message.