

## What is My Account Balance?

1. **Login.** Once you are logged in, click on **your name** on the top left-hand corner. Your **My Profile** will appear.

### My profile

Edit profile

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Profile

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2. Click on **Invoices and payments.** Most people's balance will be zero. If you cancel a reservation, the money that was paid automatically goes into your account. e.g. If you started with a balance of zero, paid for a bus registration that cost \$35, then cancelled your registration, your balance would be \$35.00 overpayment.

By the end of the bus season, any monies owing will be refunded back or you can leave for the next year.

### My profile

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**Balance: -\$30.00 (Overpayment)**

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3. If you have a current balance due, you can pay this by clicking **Pay online.** The PayPal/Credit Card screen will appear. Continue with payment. [Note: If you have already put cash into your account to cover outstanding invoices, and the monies have not yet been manually applied, leave as is for the administrator to settle.]

Edit profile

[My directory profile](#)

**Balance due: \$2.00**

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Balance due (1 items): **\$2.00**

Outstanding - General payment instructions (shown on the Invoices and Payments page)

[Pay online](#)