

## Individual Payment System (IPS) Guide

**GO TO: [www.grouptravelplanners.com](http://www.grouptravelplanners.com)**

- Click on Blue IPS Button at the top right of the Home Page (this will be used for returning users as well)
- Enter your Trip ID (Number) and then Click on “Create Account”
- Type in the Email and Password you would like to use. **Please record this info and keep it in a safe spot!**
  - This email address needs to be attached to the adult that will be managing and making payments for this account
  - There are no password restrictions
  - Very Important: **DO NOT** create multiple accounts with each payment
- Click on “Sign Up” – Now you must check your email to verify your email address (Don’t forget to check your Spam Folder). Click on the link provided for verification
- Enter your email address and password you just created for your account. Click “Sign In”
- Click on the Blue “Get Started” Button
- Accept the Terms and Conditions by clicking “Continue”
- Fill out all of YOUR personal account contact information and click “Continue”
- Enter your Trip ID provided from your group leader and click “Complete”
- Click on the “Add A Traveler Now” Button
- Select your trip and click on the “Get Started” Button
- Fill out the “Traveler Information” **IMPORTANT: If you are going to be traveling along with the group you must add yourself by clicking on “Add Participant” click the “Continue” Button**
- Select your billing options for Quad, Triple, Double, or Single Occupancy. Note: If you do not know this, please select Quad Occupancy for all Students/Minors and Double Occupancy for all Adults/Chaperones
- Click on the Blue “Review” Button. If all the information is correct click on the Blue “Correct, Add Traveler” Button
- If you have additional travelers you can add them at this time by clicking on the “Add Traveler” Button in the Tour Participants section. Once you are done adding all travelers, click on the Blue “Make Payment” Button to make your deposit. **IMPORTANT: Deposits MUST be paid within two weeks of sign up or your account will be Auto Deleted!** We highly recommend making your payment at this time
- Select the traveler or travelers that you wish to make a payment for. Click on the “Pay Now” Button
- Fill in your Credit Card information or Bank Account information and click “Submit Payment”