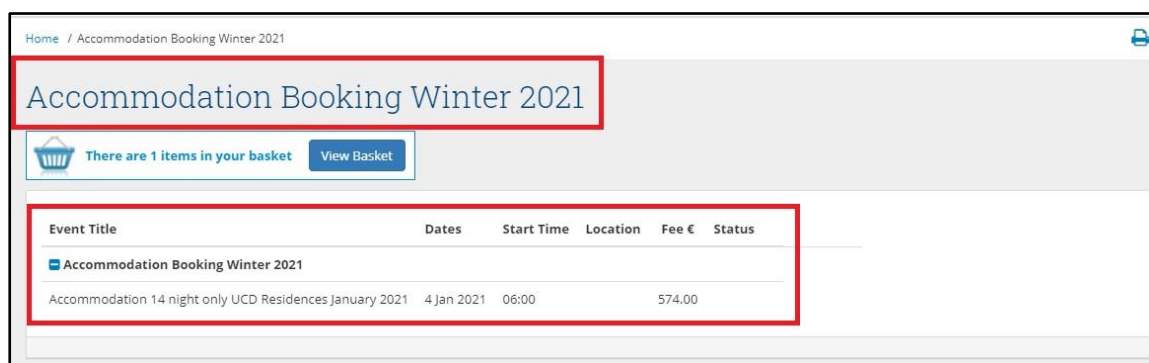# Instructions on How to Book a 14 Night Only UCD Residences on Campus Residences Stay – Trimester 2

Step 1. Click on the following link :
https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=CONFCOVID

On the '**Accommodation Booking Winter 2021**' screen you will see the product: '***Accommodation 14 Night Only UCD Residences January 2021***' (with a fee of €574).

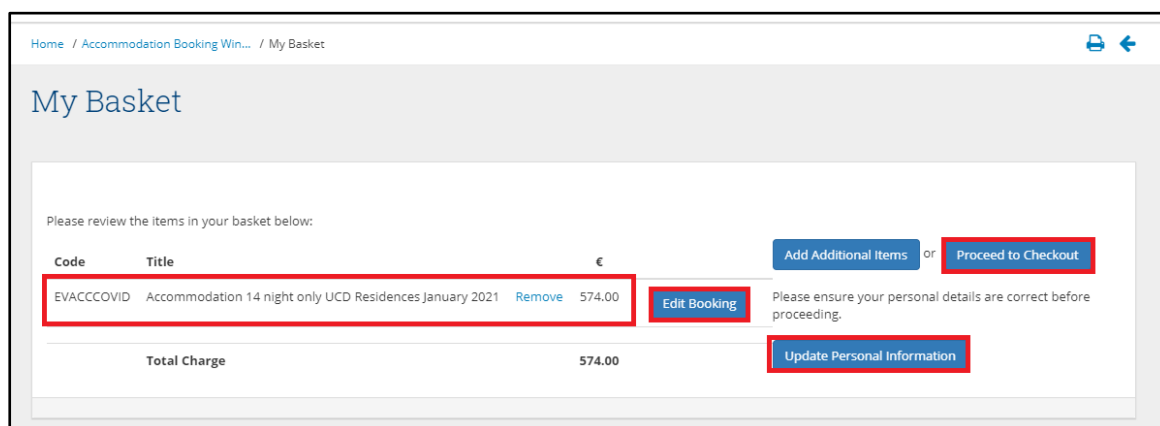Click on **'View Basket'** to select the product

VERY IMPORTANT – You can currently only book for the 4th January 2021 (04/01/21). If you need to arrive on a later date, please contact residence roombooking@ucd.ie

Step2.

2.1 On the '**My Basket**' screen, you will see a summary of your product.

2.2 Click on '**Update Personal Information**' to enter important information regarding contact numbers and home address etc.

2.3. When you are satisfied with your choices click on the '**Proceed to Check-Out**' button.

Step 4. You will now be given an outline of charges.

4.1 Please input an email address that you wish the receipt to be sent to.

4.2 As per Screen Prompts

: DO NOT CLICK PAYMENTS MORE THAN ONCE AS THIS WILL RESULT IN DUPLICATE PAYMENTS.

: POPUP BLOCKERS MUST BE TURNED OFF FOR THE PAYMENT SCREEN TO APPEAR.

4.3 Click on the '**Pay Now**' button to finalize payment.

Basket for

Please check the details of the payment below and click 'Pay Now' to continue.

Our payment service provider's secure webpage will open in a new tab to allow you to complete the transaction.

Payment on behalf of:	
Amount:	€ 574.00
Payment Reference:	1750740

Your receipt will be emailed to:

To receive a copy of the receipt, enter a second email address:

Do not click 'Pay Now' more than once as this will result in duplicate payments.

Popup blockers must be turned off for the payment screen to appear.

Pay Now

Step 5.

Enter Payment Details and click on '**Pay Now**'. A receipt will be emailed to the address provided in step 4.

Payment Details

Card Number

VISA · Mastercard · American Express

Card Number

Expiry

Security Code

MM/YY

Security Code (?)

Cardholder Name

Cardholder Name

⟳ **PAY NOW**

256-bit SSL encrypted

Security processed by
Global Payments