

Step 1.

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

Click on '**Add to Basket**' to select the product.

Event Title	Dates	Start Time	Location	Fee €	Status
Accommodation Booking Winter 2021					
Accommodation 14 night only UCD Residences August 2021	2-15 Aug 2021	06:00		574.00	Available Add to Basket

Step2.

On the '**Booking Details**' screen, you will see the prompt "**What is your date of arrival and check-in**"?

What is your date of arrival and check-in?

[Add to Basket](#)

Step 3.

3.1. You will now see your updated '**Accommodation 14 Night only UCD Residences August 2021**' in the basket. *You can click on the '**Edit Basket**' button to amend your date. Please note you can only choose a single date, so please ensure you complete this step accurately.

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

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

Please review the items in your basket below:

Code	Title	€	
EVACCCOVID	Accommodation 14 night only UCD Residences Autumn 2020	574.00	Remove Edit Booking
Total Charge		574.00	Update Personal Information

[Add Additional Items](#) or [Proceed to Checkout](#)

Please ensure your personal details are correct before proceeding.

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 

Card Number

Expiry Security Code 

Cardholder Name

PAY NOW

 Security protected by Global Payments 