

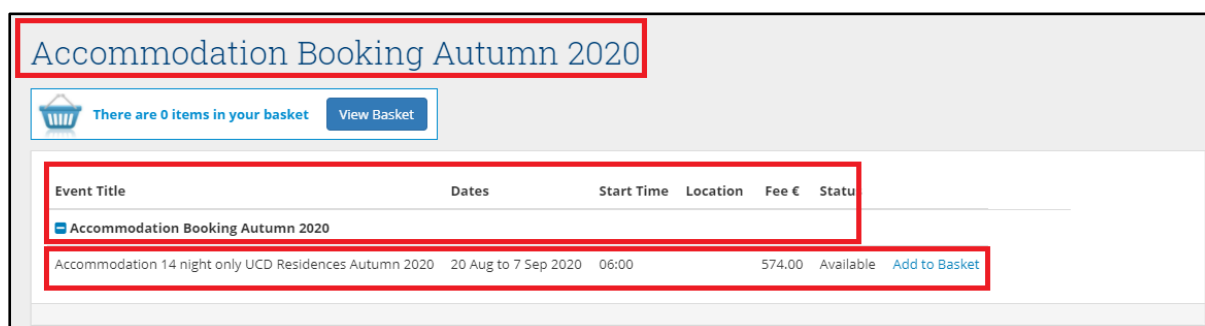
## Instructions on How to Book a 14 Night Only UCD Residences On Campus Residences Stay

### Step 1.

Click on the following link : [https://sisweb.ucd.ie/usis/W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=CONFCOVID](https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=CONFCOVID)

On the 'Accommodation Booking Autumn 2020' screen you will see the product: '**Accommodation 14 Night Only UCD Residences Autumn 2020 20 August to 7 Sep 2020**' (with a fee of €574).

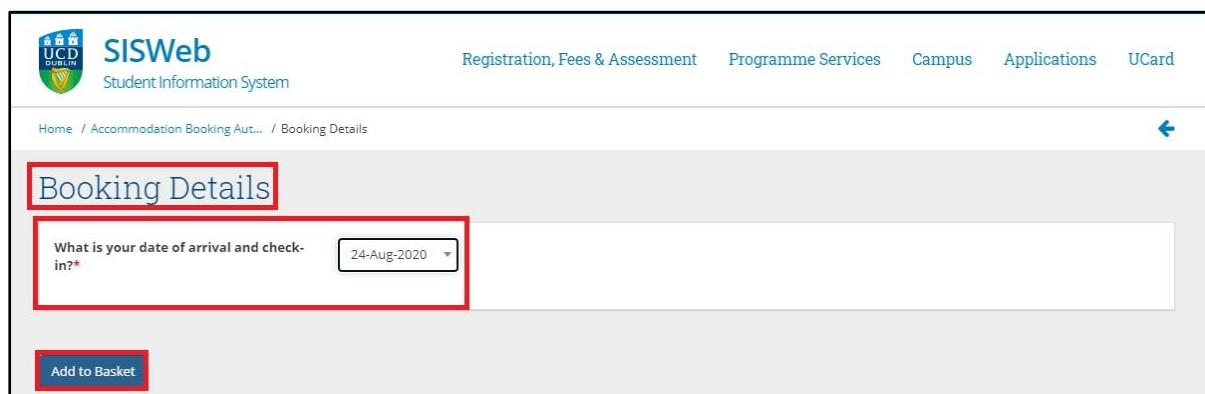
Click on '**Add to Basket**' to select the product



Event Title	Dates	Start Time	Location	Fee €	Status
Accommodation Booking Autumn 2020					
Accommodation 14 night only UCD Residences Autumn 2020	20 Aug to 7 Sep 2020	06:00		574.00	Available <a href="#">Add to Basket</a>

### Step2.

On the '**Booking Details**' screen, you will see 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 Autumn 2020**' basket. \*You can click on the '**Edit Basket**' button to amend your date.

**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.

Home / Accommodation Booking Aut... / Booking Details / Basket for Daniel Earls

Please review the items in your basket below:

Code	Title		€	
EVACCCOVID	Accommodation 14 night only UCD Residences Autumn 2020	<a href="#">Remove</a>	574.00	<a href="#">Edit Booking</a>
Total Charge			574.00	

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

Please ensure your personal details are correct before proceeding.

[Update Personal Information](#)

**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





Expiry

Security Code



Cardholder Name

 PAY NOW

 256-bit SSL encrypted

Securely processed by  
Global Payments 