

How To Enter Payment in Xendirect

Instruction to log in and enter payment info to the Xenegrade Registration system:

- 1. Go to the website: <u>https://laguardia.xendirect.com/login</u>; your loading page will look like this:
- 2. Enter your user id and password and click on Sign In.

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3. Unce you log	g in, th	e main page will look like this:			-	П	×
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4. To access to students records, click on Clients from the left upper corner. Once you click on Client, your page will look like this:

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5. To find a student, type first or last name of the student in search bar as shown below:

Then simply hit Enter or click on magnifying glass icon to see the search results. For our case, we are searching for a student named "Joe"

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6. Once you locate the student, hover over three dots as shown below:

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7. Click on three dots to see options as shown below:

8. Click on Payments as shown below:

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	9.	Click on	"Add Multiple	" as shown below
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10. Click on Payment Method to see the listed options as shown below:

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11. Choose the payment method and type the desired payment amount if it is different than the invoice amount. For this case, the invoice amount is \$500 and if the payment amount is \$500 then there is no need to adjust the amount. Once enter payment method and payment amount then click on Next. The new screen will look like as shown below:

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- 12. Enter the info for card and company if it is applicable then click on Next.
- 13. The following page will show the summary for payment, invoice, class, and payment method info as shown below. If everything looks accurate then click on Submit to finalize the payment entry process.

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14. The following page will have a message like below reading, "Payment successfully created."

For further info, please visit the Xendirect Knowledge Base page: https://xenegrade.kayako.com/Knowledgebase/Article/View/130