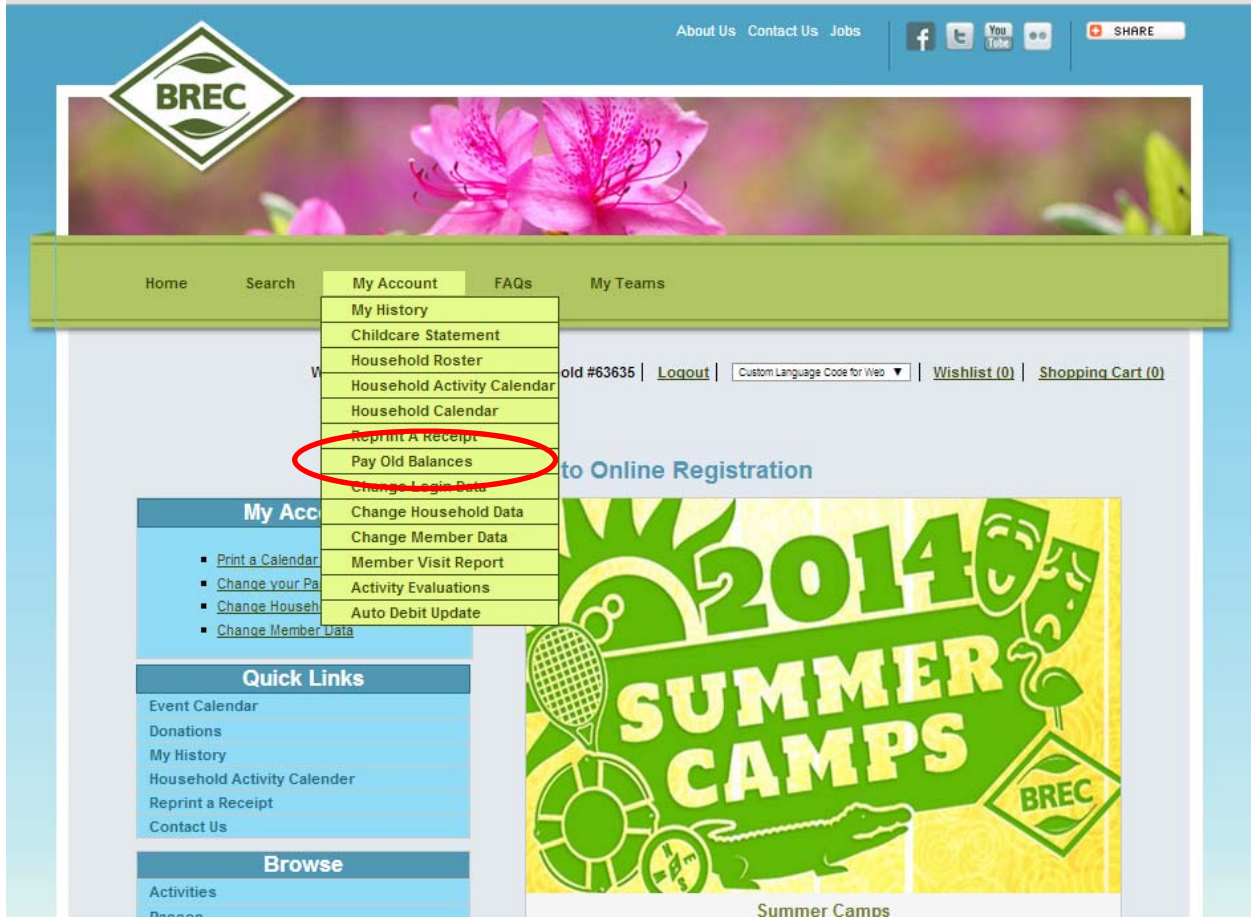


## How do I pay an existing balance?

After logging in from the homepage, choose the “My Account” option from the green ribbon and then the “Pay Old Balances” option.



The screenshot displays the BREC website interface. At the top, there is a blue header with the BREC logo on the left and navigation links for 'About Us', 'Contact Us', and 'Jobs' on the right. Below the header is a green ribbon containing 'Home', 'Search', 'My Account', 'FAQs', and 'My Teams'. The 'My Account' dropdown menu is open, listing various options: 'My History', 'Childcare Statement', 'Household Roster', 'Household Activity Calendar', 'Household Calendar', 'Reprint A Receipt', 'Pay Old Balances' (highlighted with a red circle), 'Change Login Data', 'Change Household Data', 'Change Member Data', 'Member Visit Report', 'Activity Evaluations', and 'Auto Debit Update'. To the right of the dropdown, there is a user ID 'old #63635', a 'Logout' link, a language selection dropdown, and links for 'Wishlist (0)' and 'Shopping Cart (0)'. Below the navigation, there is a 'My Account' section with links for 'Print a Calendar', 'Change your Pa...', 'Change Househ...', and 'Change Member Data'. A 'Quick Links' section includes 'Event Calendar', 'Donations', 'My History', 'Household Activity Calendar', 'Reprint a Receipt', and 'Contact Us'. A 'Browse' section is partially visible. A large promotional banner for '2014 SUMMER CAMPS' is featured, with the BREC logo in the bottom right corner. The text 'to Online Registration' is visible above the banner, and 'Summer Camps' is written below it.

A listing of all activities with an outstanding balance will appear. Click on the Enrollee's name for the registration that you would like to make a payment on.

The screenshot shows the BREC website interface. At the top, there is a navigation bar with links for 'About Us', 'Contact Us', and 'Jobs'. Below this is a header with the BREC logo and a background image of pink flowers. A secondary navigation bar contains 'Home', 'Search', 'My Account', 'FAQs', and 'My Teams'. The main content area displays a welcome message for 'Household Last Household #63635' and includes links for 'Logout', 'Wishlist (0)', and 'Shopping Cart (0)'. A section titled 'Your Household's Enrollments With A Balance' contains a table with the following data:

Enrollee	Activity-section	Description	Where	When	Status	As Of	QA	Balance
<a href="#">Third</a>	18180-3	Baton Rouge Art Gallery Summer Camp Ages 10-13	Art Gallery	06/16/2014-06/20/2014 8:00A - 5:00P	Enrolled	03/13/2014		132.00

You will then be asked if you would like add another past balance to pay, view your shopping cart, or proceed to checkout. When you are finished adding balances, choose "Proceed to Checkout."

The screenshot shows a yellow message box with a warning icon and the title 'Messages'. The message text reads: 'You have added an old balance to your Shopping Cart. What would you like to do next?'. Below the message are three buttons: 'Add Another', 'View Shopping Cart', and 'Proceed To Checkout'.

Enter your Payment information and choose "Continue" to authorize your payment and generate a receipt that will be sent to you email address.

### Begin Checkout

#### Summary of Charges

New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 132.00
Total Balance for household:	\$ 132.00
Minimum Amount Due Today:	\$ 0.00
Maximum Amount Due Today:	\$ 132.00

#### The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today: \$ 132.00

Using This Credit Card:

#### Billing Information

First Name:

Last Name:

Address:

City:

State:

Postal/Zip Code:

Home Phone w/area code:

Email (You must enter an address to receive a confirmation receipt):

Re-Enter Email:

Click 'Finish' to complete your transaction and generate a confirmation receipt.