



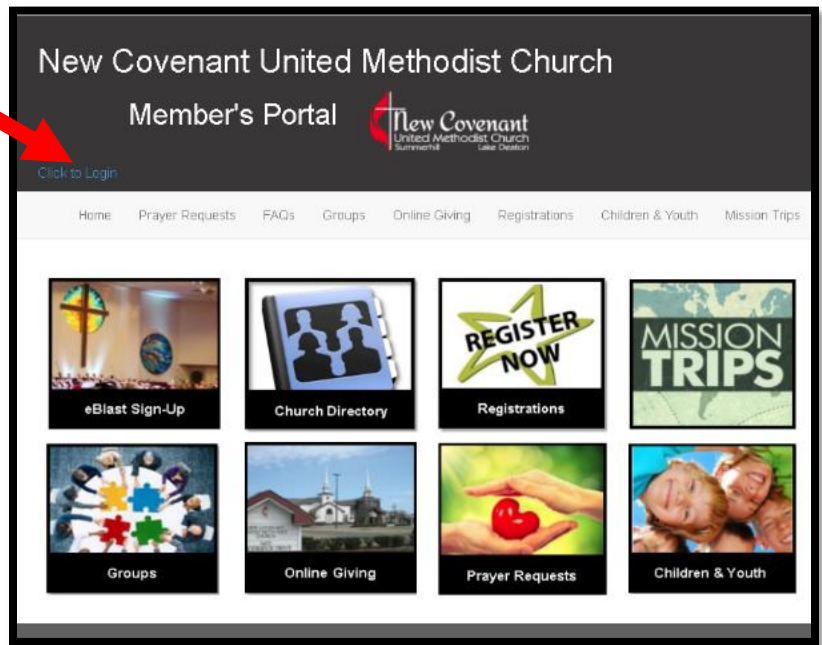
# Online Registrations

## How To Make a Payment on a Mission Trip (Youth)

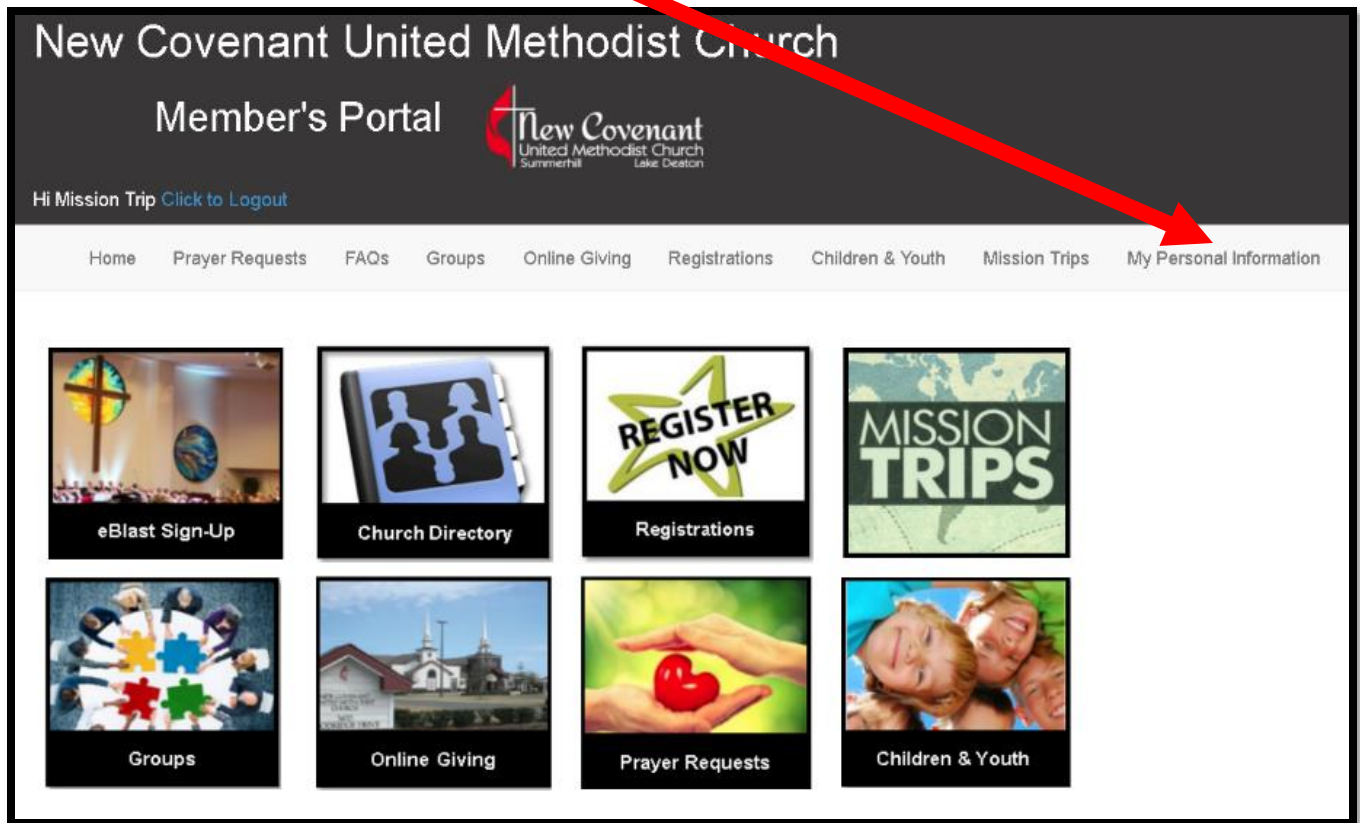
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1. Go to the Member's Portal:
2. Click on the blue "Click to Login."

[ncumcweb.myshelby.org](http://ncumcweb.myshelby.org)



3. Once logged in click on "My Personal Information" in the menu bar.



- Over to the right you will see anything you are registered for, or have registered someone for. Find the Mission Trip you would like to make a payment on, and click on the Registration Details under that trip.

The screenshot shows the 'Members Portal' for the New Covenant United Methodist Church. The page is titled 'My Personal Information' and contains a registration form with fields for First Name, Last Name, Home Phone, Work Phone, Cell Phone, Email, Street Address, City, State, Zip Code, and Country. To the right of the form, there is a section titled 'My Registrations' which lists a registration for '2018 High School Mission Trip: Mission Trip' with a date of '12/24/2018 12:00 AM'. A red arrow points from the top left of the page to the 'Registration Details' link under this registration.

- This will bring you to the “Start” page of the registration. **DON'T WORRY!** You are not registering all over again, you are just pulling up your current registration to make a payment. Click “Start.”
- Scroll to the bottom of the page. If there are payments you have already made, then they will be greyed out. Select/De-Select any remaining payments that you wish to make and click “Continue.”
- If you would like to use the same payment method that you used before, then you can select that payment method in the dropdown box... If you want to pay with a different card/account, then select “Add New Payment Method.”
- Once you have the Payment Method you would like to use, in the Payment Method dropdown box, click next.
- Only click next once. It can take up to 15/20 seconds for the payment to process, so wait for the registration success screen.