

ONLINE PAYMENT GUIDE FOR GROUPS

First time users: Registration Deposit Link



1 Set up your GTI TRAVEL account

NOTE: If you already have an account please sign in before clicking the link.
Click the **tour registration link** your group leader sent to you and set up an account with us on gtitravel.ie
In the register account section, type in your email address and a strong password.



2 Check your email

You will receive an e-mail from GTI TRAVEL with a verification link. This link will verify your account.

Be sure to check your spam or junk folder if you don't see the email.



3 Enter passenger details

After verification, **you may have to wait a short moment while the tour page loads.** You will be brought to a form for **your group's specific tour**, The tour details will already be filled.

Please enter all the details of the student(s) travelling in the **PASSENGER DETAILS** section. * The details you enter now will be saved for your next visit.



4 Secure payment page

Input the payment amount advised by your Group Leader.

Follow the payment instructions.

To confirm a place on your tour, a non-refundable MINIMUM deposit of €300 is required.



5 Check your email again

You'll receive an email to your verified email address confirming that the payment has gone through.

You'll also be able to see the current balance due on the **Tour Details** tab on your account at the bottom of the form.



Subsequent log-ins

When all the deposit payments for the tour have been received and the tour is confirmed, you will then receive an email from GTI TRAVEL with a **new specific individual link** for making any additional payments. Paying via this link will mean that your payments will be applied directly to the specific passenger.

You can log in to your account to **pay balances, update passport details** (up to 10 weeks prior to travel) and to **see the current balance due.**



* Important Info.

If you realise that a passport will not be in date when they're travelling, please enter 'A1234567' as the number along with a fictitious expiry date. When you have the new passport, just log in to your account and update it.

All the details you have entered can be edited until 10 weeks before the travel date after which time, they will be locked and no longer editable.

If they are not travelling on an Irish passport, they may need to get a visa to travel.

You'll need to check with the **Consulate Office / Department of Foreign Affairs** of the country your student will be visiting.