



## Individual Sign-Up Guide

Access your trip 24/7, anywhere you have an internet connection.

- Sign-up at [www.tripaccount.com](http://www.tripaccount.com)
- View trip information, invoices and terms
- Make secure payments
- Individual accounts are fully managed by [tripaccount.com](http://tripaccount.com)

## Getting Started

Trip Account's online trip registration and payment system asks for personal contact information and requires payment by a major credit or debit card or e-check.



Trip Account's online payments are secured with thawte™ SSL Certificate Technology. Your financial information is never stored on MTC's site or servers.



## Step 1: Go Online

Go to [www.tripaccount.com](http://www.tripaccount.com) and select **Register as a New User** in the top right corner.

## Step 2: New User

Click the **Register as a New User** link.

## Step 3: Create Trip Account

Enter login details and contact information, click on **Create Account**.

You will receive an email message shortly verifying your account has been created successfully.

Whenever you Login, use the email address (Username) and password that you just entered.

## Step 4: Register a Traveler

Sign up a Student or Adult for your trip. You'll need the Trip Number (e.g., 1703-22-34) provided at the trip meeting, or by your Group Leader, or travel representative. Please enter the information requested, for each individual traveler, for whom you will pay. To complete each registration, you must accept the Tour Participant Payment Agreement link when it appears.

### Please complete the form below to register a new traveler:

Trip Identification Number \*

Note: Your trip number is provided at your trip meeting or available from your group leader.

#### Photo ID Name

First Name \*

Middle

Last Name \*

Suffix

Special Needs

Yes  No

Complete

Add another traveler

## Step 5: Manage Your Account

Next time you login, this is your starting point - your Trip Dashboard:

Register traveler for a new trip

ABC H.S.



Last day to cancel with refund:  
April 7, 2024 ([View cancellation policy](#))

### Trip Highlights

Walt Disney World Resort  
Educational Workshop

June 23, 2019 - June 30, 2024

Briefing Date: June 15, 2024

Access Trip

Post-Trip Survey

Mickey: \$XXX.XX Received

Donald: \$XXX.XX Received

Goofy: \$XXX.XX Received

Click [Access Trip](#) to do the following:

- Register a Traveler
- Make a Payment
- Cancel a Traveler
- See Proposed Itinerary
- Review Financial Information

## Step 6: Make A Payment

Under [Make a Payment](#), enter the payment amount for each Traveler and select [Continue](#). Proceed to fill out and review all payment information before you ultimately click [Submit](#) to finalize payment. Payments must be made on or before due dates.

Some payments are non-refundable.

Register a Traveler

Make a Payment

### Payment Amount

Your registered travelers are listed below. Please enter the amount you would like to pay for each traveler, then click Continue to proceed to the next step.

Traveler	Payment per Traveler
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Mickey

Donald

Goofy

Continue

Cancel

For questions about the Trip Sign-Up and Payment Program, please e-mail [support@tripaccount.com](mailto:support@tripaccount.com)

Please include [Trip Number](#) and [Group Name](#) in all correspondence.