

## Registering and Paying for Your Tour

Registration and payment take place in our portal (see [“Tour Login”](#)). Our portal is designed to be user-friendly, but should you have general questions you will be able to find answers here. Please don't hesitate to call our customer service department at (877) 545 0070.

## Registration & Payment Steps

### Registration

- From Brightspark Travel's website, click the “Tour Login” button on the top right. This will take you to our portal.
- Fill out your information on the right side of the page. For “Tour Web Code,” please address your parent letter.
- Fill out your child's information on the page labeled “Participant Profile Information.”
- If you need to adjust anything in your child's account or profile, go to “My Accounts and Payments” page.
- If you are registering more than one child for a tour or two separate tours, do so under the same account. On the “My Accounts and Payments” page, add a new child.

### Payment

- Similar to registration, payments are made in our portal.
- To pay, go to the “My Accounts and Payments” section. Scroll down to enter your information.
- Under the “My Accounts and Payments” section, you can see your entire payment history. You will be able to see whether your fundraising money has been applied here.
- Pay close attention to the “Important Dates” box in the right hand corner. Your auto payments will be sent on those days.
- If you need an extension on payments due to extenuating circumstances, please contact your Group Leader or our Customer Service team.
- If we do not receive your payment after the 7 day grace period, you will be charged a late fee.
- If multiple parents are paying for the same trip, only one will be able to access the portal. For a secondary parent to pay an account, the first should send them a request via our Help Me Travel tool.

## Payment Options

While registering, you can choose to pay with our AutoPay Payment plan, our Manual Payment Plan, or you can pay in full. Payment dates are available with registrations. Payments can be made by Visa, MasterCard, Discover, money order or personal checks. **Please note, Brightspark no longer accepts ACH payments as of March 1, 2016.**