

Step 1 Guidance: Payment via the Proficio Platform (1/2)

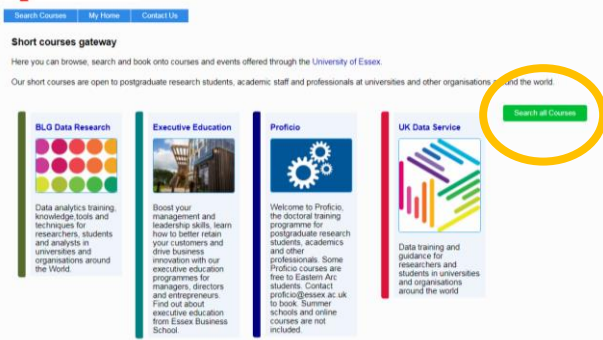
If you are paying for your course fee using University of Essex Proficio funds, you will need to use the University of Essex' Proficio platform. Please follow the below instructions to process your payment.

You may need to create a Proficio account at some point throughout this process.

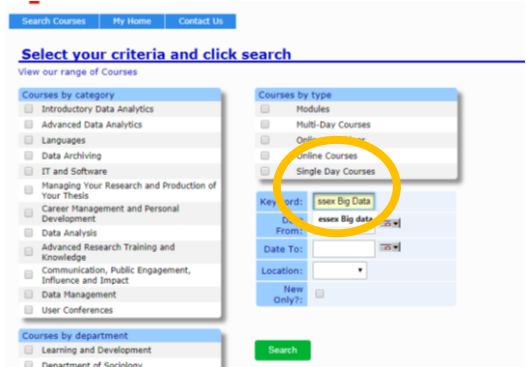
To pay for the course, you can access the Proficio platform here:

<https://shortcourseshortcoursegateway.essex.ac.uk/Portal/Home2>

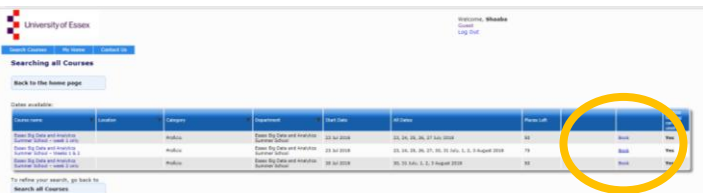
1. Click 'search all courses'



2. In the Keyword box, type in 'Analytics Data'



3. Select whether you want to book for Week 1 only, Week 2 only, or book weeks, and click 'book' next to your selection



4. Select your fee band type based on your students/alumni/staff/commercial status.



	2019 Fees	Early Registration	before 10.06.19	Standard Registration	before 08.07.19	Late Registration	before 19.07.19
		One week	Two weeks	One week	Two weeks	One week	Two weeks
Uni of Essex students, or students from partner institutions	£450	£850	£500	£900	£550	£950	
Uni of Essex staff or alumni	£500	£900	£550	£950	£600	£1000	
Non-Uni of Essex students	£500	£900	£550	£950	£600	£1000	
Non-Uni of Essex academics	£550	£950	£600	£1000	£650	£1050	
All other delegates, including commercial	£600	£1000	£650	£1100	£700	£1200	

Please note: during registration you will be asked to provide evidence of the fee band you select. For example, if you select 'University of Essex student or partner student', you will need to present a student card from the University of Essex or a partner institution in order to register.

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5. Note that before you proceed to the next screen a pop up will appear to remind you that you will need to present a student card (or similar evidence) upon registration.

Once you have clicked next, fill out the form with your details, but leave the 'Purchase order' and 'Voucher code' blank (unless you have been told otherwise by IADS). Then click 'Pay now' and complete your payment with your Proficio funds.

The screenshot shows the University of Essex Proficio payment interface. At the top left is the University of Essex logo and navigation links: Search Courses, My Home, and Contact Us. At the top right, it says 'Welcome, Shaaba' and 'Guest You have 1 Item in your basket.' with a 'Log Out' link. The main section is titled 'Payment:' and has three options: 'Pay using Credit/Debit Card', 'Pay via Funding Balance', and 'Request an Invoice'. The 'Pay using Credit/Debit Card' option is selected, showing a message: 'You will be redirected to the NetBank Payments website to enter your credit card details. Please click "Next"'. Below this are 'Next' and 'Cancel' buttons. The 'Pay via Funding Balance' option is disabled with the message 'Funding is not allowed on this schedule.' The 'Request an Invoice' option is also disabled with the message 'Should you wish to pay by invoice, please contact proficio@essex.ac.uk to request this'. Below these options is the 'Your Course Details' section, which contains a table with the following data:

Name	Item	Dates	Reference	Quantity	Unit Price	Total Price (Exc. Tax)	Tax	Total Price (Inc. Tax)
Shaaba Lotun	Essex Big Data and Analytics Summer School - week 1 only	23 July 2018	TS1215892	1	£500.00	£500.00	£0.00	£500.00

Below the table is a 'Voucher Code' input field. To the right of the table, there is a summary of the total costs:

Total (Exc. Tax) :	£500.00
Tax :	£0.00
Total (Inc. Tax) :	£500.00

At the bottom of the page, there are links for 'Privacy Statement' and 'Terms and Conditions', and a footer that reads 'Delegate Planner - Course Booking and Training Management Software © 1999 - 2018 Dante Systems Ltd'.

7. You should receive an email confirmation once you have made your payment. Please keep evidence of this for your records.

The payment process should now be complete.

Please also note: as reflected in the fees table, prices for the Summer School increase on 10 June for standard registration, and 8 July for late registration. The rate you are charged is based on the time that you complete the payment process, not at the time that you were accepted a place onto the Summer School.

If you have any issues with payment, please contact Shaaba Lotun at iadssum@essex.ac.uk