

## HOW TO MAKE AN ONLINE PAYMENT

**\*\*Payment cutoff is at 4pm (CST). Any payments after 4pm will be processed the next business day.**

1. Click on **Make a Payment** located under **Your Voyage** – Proceed to making a payment by following the instructions located on the page.
2. Enter your **Guest ID** (located on your Confirmation invoice next to Guest Name).

GUEST NAME	GUEST ID
Guest 1 Name	207890
Guest 2 Name	207891

3. Enter your **Password**. This is your birthdate in the following format (**mmddyyyy**). If you have not turned in your Guest Information Form, please try default password **01011900** if your birthdate does not work as your password.
4. Click **Next**.

### Account Information

Please enter your American Queen Steamboat Company Guest ID below.

Guest ID:

Password:

**Next**

5. Enter the **Payment Amount**. **\*\*Amount Due: is the total amount due for the reservation.** If you are splitting the bill between guests, please view your confirmation and apply the payment that you owe.
6. Select **Continue**.

#### Make Payment

Payment Amount      Payment Method      Payment Frequency      Payment Verification      Payment Confirmation

**Payment Amount**

Guest ID:

Name on Account:

Amount Due: \$

Payment Amount: \$

**Reset**      **Continue**

7. If this is your first time making a payment, then you will have to add your payment method. Select **Add Account**.

Make Payment

Payment Amount      Payment Method      Payment Frequency      Payment Verification      Payment Confirmation

**Payment Methods**

Select from your current payment methods.

You have not set up any Payment Methods. Please click on the 'Add Account' button to set up a new Payment Method

Account Category	Account Type	Account Number	Account Holder	Debit Authorized By
------------------	--------------	----------------	----------------	---------------------

**Back**      **Add Account**      **Continue**

8. Fill out the following payment information.

**Account Type:** Select **Checking** or **Savings**

**Account Category:** Select **Consumer** or **Business**

**Routing Number:**

**Checking Account Number:**

9. Select **Add** when finished.

**Set Up A New Payment Account**

\* Indicates required field.

Account Type:

Account Category: \*

Account Holder Name: \*

Routing Number: \*  ?

Checking Account Number \*  ?

**Add**      **Cancel**

10. You will see the message: 'The checking account has been successfully added' if account information was successful. Select **Continue** to proceed.

Make Payment

Payment Amount    **Payment Method**    Payment Frequency    Payment Verification    Payment Confirmation

**Payment Methods**

Select from your current payment methods.

The checking account has been successfully added

	Account Category	Account Type	Account Number	Account Holder	Debit Authorized By		
<input checked="" type="radio"/>	Consumer	CHECKING	XXXXXXXXXXXX9563	Test Account	WEB		

**Back**    **Add Account**    **Continue**

11. Select your **Payment Date**. You can enter the date or select the calendar icon to select the date.  
12. Select **Continue**.

Make Payment

Payment Amount    Payment Method    **Payment Frequency**    Payment Verification    Payment Confirmation

**Schedule Payment**

Payment Date: \* 03/06/2017

**Back**    **Continue**

03/06/2017

Mar 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13. After verifying payment information viewing terms and conditions, **Please accept the Terms and Conditions** by selecting the box highlighted in yellow below.

14. Select **Pay Now**

Make Payment

Payment Amount    Payment Method    Payment Frequency    **Payment Verification**    Payment Confirmation

**Payment Details**

Guest ID:	
Name on Account:	
Account Type:	CHECKING
ACH Account Number :	XXXXXXXXXXXX9563
ACH Account Holder:	Test Account
Payment Frequency:	One time
Payment Date:	03/09/2017
Payment Amount:	\$5,536.00

Terms and Conditions:

By checking this box I hereby authorize American Queen Steamboat Company, hereinafter called AQSOC, to debit a one-time entry to my account indicated (above) and the Financial Institution named (above) to debit same to such account. I acknowledge the origination of ACH transactions to my account must comply with the provisions of U.S. law. I have read and understand the terms and conditions of AQSOC as located [here](#).

Please accept the Terms and Conditions.

**Back**    **Cancel**    **Pay Now**

15. Payment Details will display. **\*\*Please Print or keep track of your confirmation #**

16. Select **Logout** when finished.

Make Payment

Payment Amount      Payment Method      Payment Frequency      Payment Verification      **Payment Confirmation**

○ — ○ — ○ — ○ — ●

### Payment Details

Guest ID:	
Name on Account:	
ACH Account Type:	CHECKING
ACH Account Number:	XXXXXXXXXXXX9563
ACH Account Holder:	Test Account
Payment Frequency:	One time
Payment Date:	03/09/2017
Payment Amount:	\$5,536.00

Payment Confirmation

Thank you for your payment. Your confirmation number is **031T8GAR40**.

[Print](#)    [Make New payment](#)    [Logout](#)