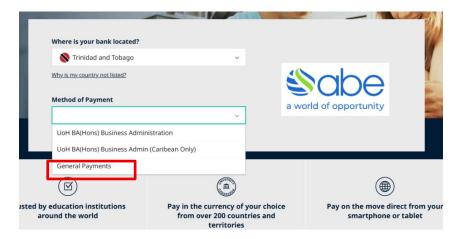
Step by step guide to paying with Convera

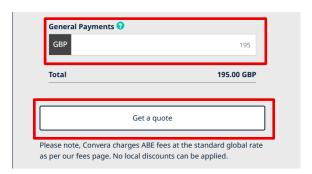
Convera usually gives you the option to pay by credit/debit card and bank transfer. Please note payments can take up to 4-6 business days to be credited to your ABE account.

If paying by card, you can usually pay in your local currency. There is no additional charge, however, if your local currency is not quoted it is possible your bank may charge you a conversion fee. Please note our fees are regional and you will find details on this link https://www.abeuk.com/learners/study-us/abe-your-country

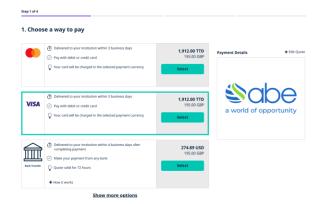
- Step 1. Click on the link or type the website's address into your browsers address bar to access the
- ABE Convera payment page: https://students.convera.com/geo-buyer/abe#!/.
- Step 2: Select the country you are making payment from.
- Step 3: Method of Payment From the drop down select 'General payments'



Step 4: Enter the amount you wish to pay and then click on 'Get a quote'. Fees for your region can be found on the ABE website - https://www.abeuk.com/learners/study-us/abe-your-country



Step 5: Choose the type of payment you wish to make. Available currencies may vary from country to country and payment options can also vary at times



Step 6. Enter students' full details (Providing inaccurate student information may delay your payment) 2. Student's Details

First Name *		
Surname *		
Email Address *		
Address *		
Date of Birth *	-	
(2000)		
(DD/MM/YYY) Gender		
Male	0	
wate		
Female	0	
Reason For Payment		
Internal Use Only		
Student ID *		
If you are a New Learner please populate with zeros		
Current College *		
If you are not currently affiliated with an ABE accredited centre please	e write self-s	
Level of Study *		From the drop-d
4		— menu select you
Session *		level of study
	~	
Country *		
Trinidad and Tobago	~	
Address 1 *		
Internal Use Only		
Address 2		
City *		

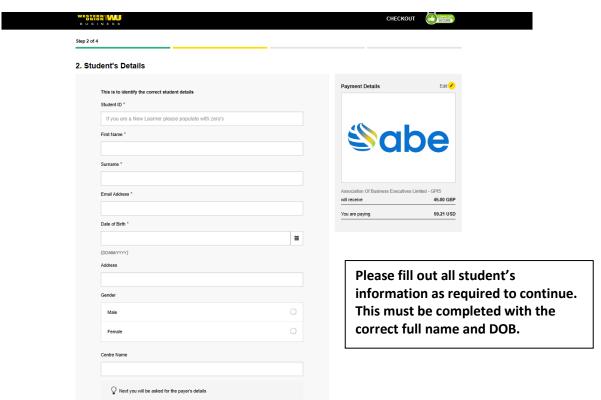


Step 7: Once all the correct details have been entered, click **Next** at the end of the page this will take you to the payer's detail

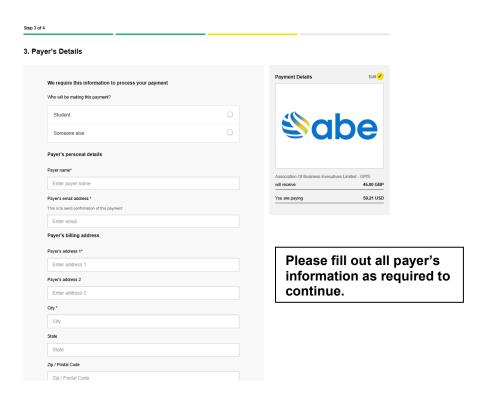
Step 8: You will then be redirected to a new page where you can choose the payment type and currency you would like to use**

**Available currencies may vary from country to country. All available currencies within your chosen region will be listed on this page.

Step 9: The next step is to fill in the details of the student you are paying for. If you are paying for yourself, please fill in your details here. (*Please enter the learner's correct ABE membership number in the student ID field. If they are a new member, please type '000000'. Incorrect information will delay your payment*).

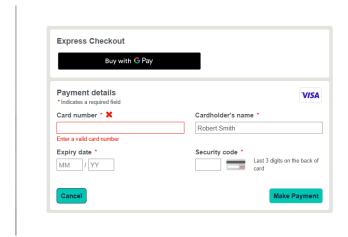


Step 10: On the following page, you will need to enter the details of the person making the payment, if you are paying by bank transfer there is an additional field for your bank's name

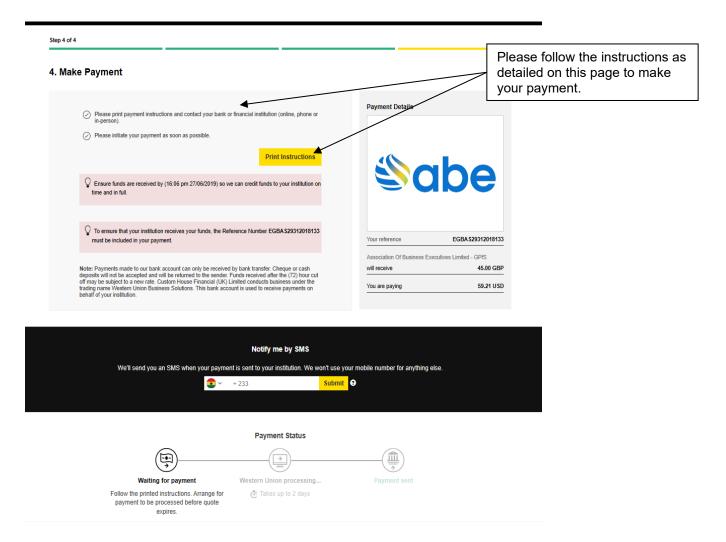


To go to the next page, please tick the box at the bottom of the page indicating that you agree to the Convera Terms of use.

Step 11: The next page will vary depending on the method of payment selected. Here's an example of a card payment



Step 12: If you choose bank transfer, you will be taken to the following page with instructions on how to proceed with the bank transfer.



After making payment you can return to the Convera for Students page to track your payment.

Once your payment has been received and your account credited you will receive an email.

- For Annual subscription, membership reactivation you then need to log into the student portal, go to Purchase section and select renew subscription to use your credit for payment.
- For Assessments once the booking window for the session you wish to sit is open, log into the student portal, go to My learning, then My assessments to start booking. When you have finished you should be able to see a notification slip on the current session tab.

For any other fees, you will need to complete the related form quoting the Convera reference which will start EGBAS in the payment section. For replacement certificates, full membership applications and credit transfers please check with our admission team you are eligible before you make any payment -admissions@abeuk.com

For any general payment queries you can also contact finance@abeuk.com