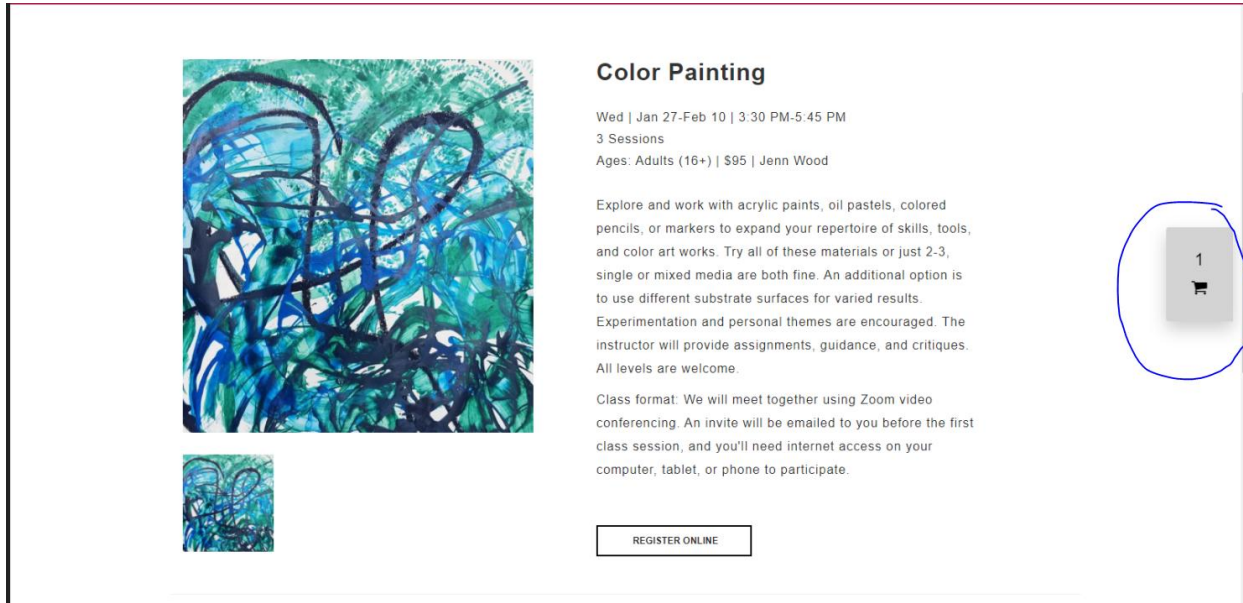


How to Check Out of EAC's Website

Go to the class page that you want, and click "Register Online". The cart should appear and have a number of classes you signed up for above it on the right. Continue to add all the classes you want, and when you're ready click on the cart.



Color Painting

Wed | Jan 27-Feb 10 | 3:30 PM-5:45 PM
3 Sessions
Ages: Adults (16+) | \$95 | Jenn Wood

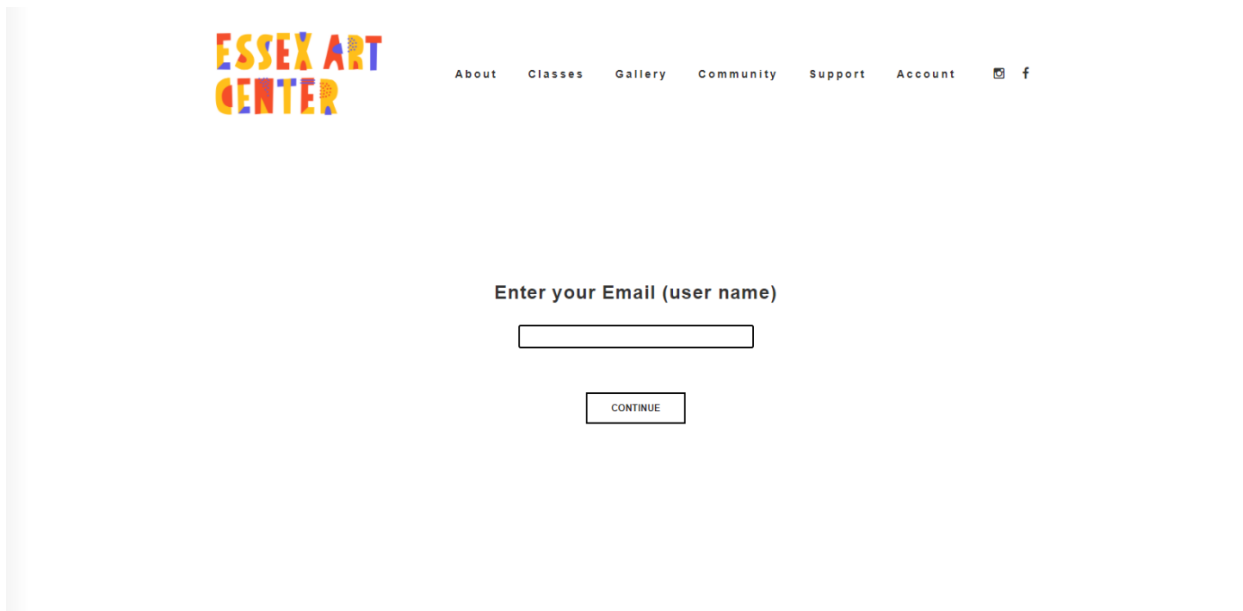
Explore and work with acrylic paints, oil pastels, colored pencils, or markers to expand your repertoire of skills, tools, and color art works. Try all of these materials or just 2-3, single or mixed media are both fine. An additional option is to use different substrate surfaces for varied results. Experimentation and personal themes are encouraged. The instructor will provide assignments, guidance, and critiques. All levels are welcome.

Class format: We will meet together using Zoom video conferencing. An invite will be emailed to you before the first class session, and you'll need internet access on your computer, tablet, or phone to participate.

[REGISTER ONLINE](#)

1

You will be asked to login. First enter your email and click continue.



ESSEX ART CENTER

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Enter your Email (user name)

[CONTINUE](#)

Then enter your password. If you forgot your password, this is the screen to select “forgot password” to reset it.



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Logging in as [redacted]@gmail.com

Password

password

Note: Password is case sensitive. Avoid leading and trailing spaces.

LOG IN

[Forgot Password? Click here to reset password](#)

Your shopping cart will appear once you are logged in. Click on check out to the right.



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Shopping Cart

[GO TO ACCOUNT](#)

[CHECK OUT](#)

Ruchi Mukerjee
[redacted]
North Andover, MA 01845-2337

Purchase Total: \$5.00

Color Painting

[REMOVE](#)

Be sure that you choose which person in your household is taking this class from the list. **If the person attending is not on the list, Please click the button below**

[ADD A PERSON TO THIS ACCOUNT](#)

21W-PNT-0604

Person Attending:

Ruchi Mukerjee

Cost: \$ 95.00

1/27/21 - 2/10/21 3 session(s)

Wednesday 3:30 PM to 5:45 PM

The Add a Donation page will appear next. Either add a donation amount and then select “Apply Donation and Checkout” or simply click on “Skip and Proceed to Checkout”.



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Add a Donation

☐ \$10 ☐ \$25 ☐ \$50 ☐ \$75 ☐ \$100 ☐ Other

Acknowledgement:

Eg: 'The Lee family' or 'In memory of _____'

APPLY DONATION AND CHECK OUT

SKIP AND PROCEED TO CHECK OUT

Confirm your billing address is correct. Do not add anything to shipping address unless you are buying an object like artwork. Click “Continue” on the bottom center.

Billing Address

Street Address

Other Address

City

Country

State/Prov

Postal Code

SAVE BILLING ADDRESS CHANGES

Shipping Address(No Items to Ship)

Street Address

Other Address

City

Country

State/Prov

Postal Code

SAVE SHIPPING ADDRESS CHANGES

CONTINUE

You will see a Summary page now with the full price of the classes you added to your cart. The payment is to the right. Please enter your credit card/debit card there. We accept Visa, MasterCard, and Discover.

If you have a discount code (i.e. LAWRENCE75 for youth) enter it on the left, in the box under total due and **make sure to click the “Apply Discount” Button.**

The screenshot shows the checkout page for the Essex Art Center. The browser address bar displays "publicessexartcenter.org/web/checkout".

Summary Section:

Tuition/Purchases	95.00
Donations	0.00
Shipping/Other	0.00
<hr/>	
Item Total	95.00
<hr/>	
Sales Tax	0.00
Total Due	95.00

Below the summary table is a text input field for a discount code. Below that is a button labeled "APPLY DISCOUNT".

Payment Section:

Do you have a gift certificate? Enter Gift

Certificate Code

Credit Card

Card No.

Card Exp. Month Year

Security Code

Whose card is this?

If card owner is not in household, enter info below:

First name:
Last name:
Address:
Address2:
City:
State:
Zip:

Once you are done entering in your card number, scroll the page down and click “Proceed” on the bottom right of the page.

This section continues the checkout process. It includes the same discount code input and "APPLY DISCOUNT" button as the previous section.

Below the discount section is a checkbox with the text: "Yes! Send me the EAC catalog so I can learn about classes and events! (4x per year)".

Below the checkbox is a paragraph of text: "By clicking Proceed, you consent to EAC's photo + video policy. EAC may take photographs or videos of you or members of your household while participating in classes and events. Please call or email the office if you would like to opt out of this policy for yourself or a member of your household."

At the bottom right, there is a button labeled "PROCEED", which is circled in blue.

This is the last page before you are finished. Review your total and the classes you have selected, and when you are ready, click on "Submit Payment". If you made a mistake, click on "Return to checkout".



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Please Review Before Proceeding

Item: Color Painting

Person attending this program: Ruchi Mukerjee

Tuition: \$ 95.00 = Total: \$ 95.00

Adjustments: Discount \$ [REDACTED]

Please check to make sure that the correct person is registered for each program. If you need to change the person attending, click [HERE](#)

Payment to be Submitted: [REDACTED]

SUBMIT PAYMENT

RETURN TO CHECKOUT

Once you have successfully signed up for a class and submitted payment, you will see this payment receipt screen. And that's it! Enjoy your class!



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Payment Receipt

Purchased by:

Ruchi Mukerjee

North Andover, MA 01845-2337

Purchase Detail

Code	Item Name	Purchaser	Price	Fees	Disc.	Total	Payment	Description
21W-PNT-0604	Color Painting 3 sessions 1/27/21 - 2/10/21 3:30 PM - 5:45 PM	Ruchi Mukerjee	95.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	Explore and work with acrylic paints, oil pastels, colored pencils, or markers to expand your repertoire of skills, tools, and color art works. Try all of these materials or just 2-3, single or mixed media are both fine. An additional option is to use different substrate surfaces for varied results. Experimentation and personal themes are encouraged. The instructor will provide assignments, guidance, and critiques. All levels are welcome. Class format: We will meet together using Zoom video conferencing. An invite will be emailed to you before the first class session, and you'll need internet access on your computer, tablet, or phone to participate.
Totals			95.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	

* taxable item

Paid by	Ruchi Mukerjee	Item Total	95.00
Date	January 23, 2021	Payment	[REDACTED]
Payment method	[REDACTED]		
Card/check no	[REDACTED]		
Transaction no	[REDACTED]		

[PRINT](#) [CONTINUE SHOPPING](#) [SIGN OUT](#)