



USA: 1-800-304-9446

CAN: 1-800-657-7754

INFO@PROMETOUR.COM

GROUP ACCOUNT Use this link to set up your personal account within the Group Account

<https://goo.gl/zdDobn>

Temporary Access Code

PM_7260

Do not forget the “underscore” between the letters & the numbers

Temporary Password

7260!

Do not forget the “exclamation mark” at the end of the numbers

After you set up your personal account with a personalized username (your email) & password, you can login directly through www.registration-prometour.com

Prometour Customer Care: 1-800-304-9446 (USA) // 1-800-657-7754 (CAN) or support@prometour.com

A participant's registration is saved only once a payment has been applied. If you leave the registration process without making a payment, for security of personal information, what is entered will not be saved. This does not apply to groups paying by School Check

Before you start, have the following on hand

- ✓ PASSPORT – if you do not have one yet, you can still register now & supply the necessary information at a later date
- ✓ Contact information for at least one Emergency Contact Person
- ✓ PayPal password OR Credit Card (MasterCard / Visa) OR Check Book

STEP 1: Enter personal contact information. The names provided here must EXACTLY match what is on the Travel Document. The email address you provide will become the username for your Personal Account and serve as the email for trip communications.

STEP 2: Fill-in Personal Health & Diet Information. Tell us what we should know in order to maximize your travel experience.

STEP 3: Provide information for at least one Emergency Contact, two would be better.

STEP 4: Set-up your Personal Account log-in information by providing a password that only you would know. Let us know if you would like to upgrade your accommodation and to offset your carbon footprint. You will be required to agree to the Prométour Terms & Conditions in order to continue.

STEP 5: When applicable, choose Travel Insurance Coverage that best suits your needs. Upgrades & premiums must be paid at time of registration.

GROUPS PAYING BY SCHOOL CHECK – press SAVE and this will add your name to the trip Participant List. In order to secure your spot on the trip, please give your payment to your group leader and the school will in turn send a group payment to Prometour.

GROUPS PAYING PROMETOUR DIRECTLY will proceed to **STEP 6** where you will select one of our 3 convenient payment plans:

- Payment in Full Monthly Automated Plan (**HIGHLY RECOMMENDED**) Manual Payment Plan

Our [Monthly Automated Plan](#) automatically charges your credit card (MasterCard or Visa) on the same date of each month, based on the date that you registered. If you choose our [Manual Payment Plan](#), you are responsible for making payments on time following the Payment Schedule. Payments can also be made through PayPal. If you want to use a Discover or American Express Card, you may want to consider opening a PayPal Account and associating that card to your PayPal account.

When paying by [personal check](#) we suggest sending one envelope of post-dated checks.