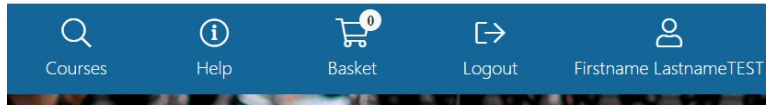


# WSPR-Intelli Help

## Pay online using an account credit

Instructions shown are for clients using a mobile device. On a laptop/PC, the client menu is accessed from the top right banner. Remaining steps in the process are the same.



### INSTRUCTIONS:

1. Go to the WSPR Intelligenz website: [explore.wspr.ca](http://explore.wspr.ca) and logon
2. Register for courses/activities by adding them to your basket
3. To apply an account credit to your basket

- Click “apply” beside credits to apply that value to your basket total
- Note that you may have multiple credits on your account, as each cancellation/change to a program creates a separate credit value

| Item                                                         | Qty | Group | Value           |
|--------------------------------------------------------------|-----|-------|-----------------|
| 5816 - Aqua Yoga Saturdays<br>Aqua Yoga<br>Sally Owner Smith | 1   |       | \$100.00        |
| <b>Total includes tax of \$5.04</b>                          |     |       | <b>\$105.04</b> |

All prices in CAD.  
A payment of \$105.04 is required now to complete this order.

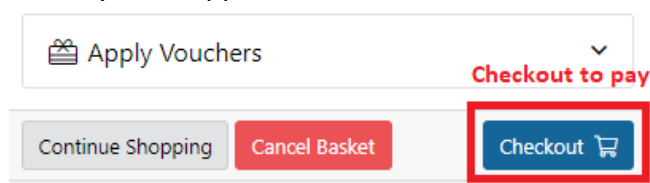
Apply Vouchers

Apply Account Credit

| Credit | Balance | Deduction |       |
|--------|---------|-----------|-------|
| 16058  | \$4.75  | \$0.00    | Apply |

Continue Shopping Cancel Basket Checkout

4. Click “checkout” after you've applied all desired account credits



5. If there was a balance remaining, you will be prompted to enter in your credit card information and click “process transaction”.

**WEST SHORE PARKS AND RECR**

Mandatory fields marked by \*

**Payment Details**

**Transaction Amount:** \$ 0.06 (CAD)  
**Order ID:** fc48a115-b957-ec11-a665-005056bf6b79

Please complete the following details exactly as they appear on your card.  
*Do not put spaces or hyphens in the card number.*

**Cardholder Name\*:**

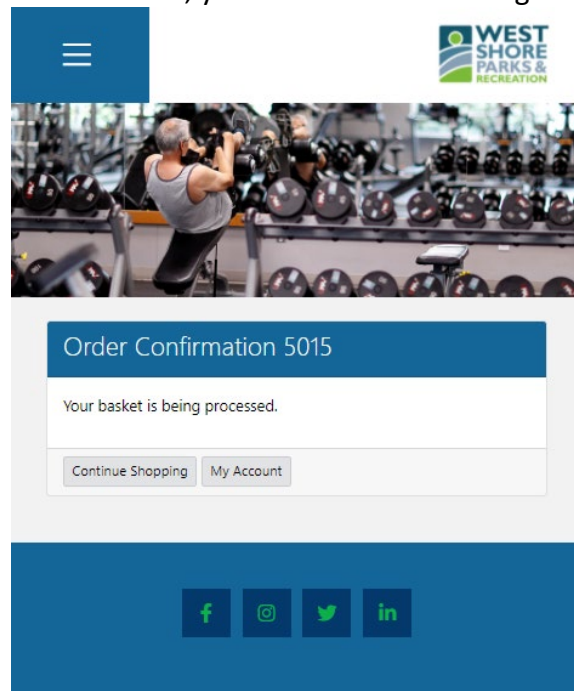
**Card Number\*:**

**Expiry Date (MMYY)\*:**

Click 'Process Transaction' to charge your card. Only click the button once.  
'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction'  
transaction from being processed and may result in a double charge.

**Click to Process**

6. When your purchase is finalized, you will see the following screen:



7. If you do not have any credits on your account, the "Apply Account Credit" option will not appear. Please contact reception at 250-478-8384 if you have questions or concerns about the credit/balance on your account.