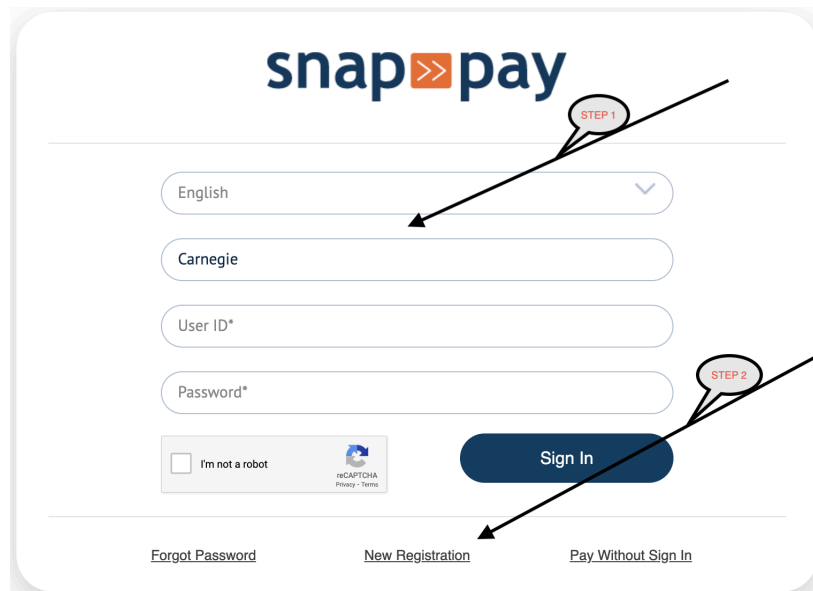


Thank you for being a Carnegie Client! We welcome you to use our Payment Processing Portal to make your secure and easy payment.

REGISTERING - NEW CLIENT

Please [CLICK HERE](#) to register and access the Carnegie payment portal.

Once on the log-in page, please make sure "Carnegie" is listed in Account Name (shown below). Next, you will click the New Registration link at the very bottom.



The image shows a screenshot of the snap pay login page. At the top, the logo "snap pay" is displayed. Below the logo, there are four input fields: "English" (with a dropdown arrow), "Carnegie", "User ID*", and "Password*". Below these fields is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. A dark blue "Sign In" button is positioned to the right of the input fields. At the bottom of the page, there are three links: "Forgot Password", "New Registration", and "Pay Without Sign In". Two callout boxes with arrows point to the "English" dropdown and the "Sign In" button, labeled "STEP 1" and "STEP 2" respectively.

We will then approve your account and you'll get a Welcome email to set up a password.

PLEASE NOTE "PAY WITHOUT SIGN IN" FUNCTION IS NOT CURRENTLY AVAILABLE

PAYING A PROFORMA INVOICE (PRE-PAYMENT)

Please [CLICK HERE](#) to register and access the Carnegie payment portal. Your account is XXXXXXXXX.

Once registered, we will approve your account and send you a welcome email. This will prompt you to enter a password.

Once logged in , select "pre-payment" from the payment menu.

The screenshot shows a web form titled "Pre-payment: Pay Without An Invoice". The user is logged in as Ashley Statham (Last Name: Statham, Current Customer: 81048245). The form contains the following fields and options:

- Customer:** 81048245
- Company:** 100 - Carnegie_Parent
- Currency:** USD
- Amount To Pay ***: 0.00
- Comments (Maximum 200 characters)**: (Empty text area)
- Frequency:** Pay Now (dropdown menu)
- Payment Mode:** Radio buttons for "Credit Card" (selected) and "ACH".
- Payment Method ***: "Add & Pay" (button)
- Submit**: (Dark blue button)

Then enter your order number in the "comments" section > the amount to pay in that field > add your card or ACH payment information and submit.