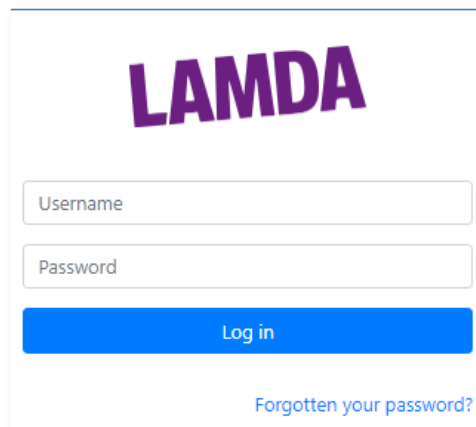


# LAMDA

## How to Pay for Private Centre Events

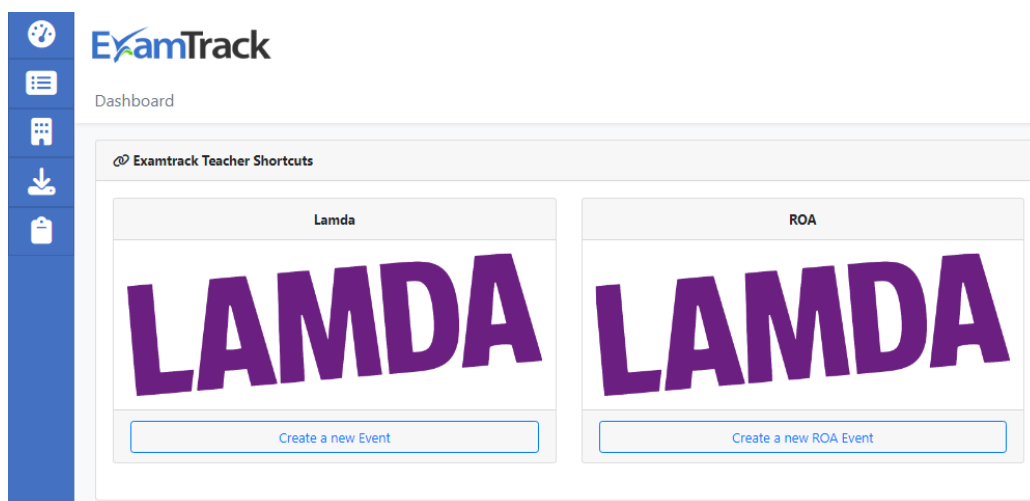
**Step 1** – Access ExamTrack using the following hyperlink: On the landing page you will be asked for your username and password (Fig 1).



The login form features the LAMDA logo at the top. Below it are two input fields: 'Username' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom right, there is a link that says 'Forgotten your password?'.

**Fig 1.**

**Step 2** – Log into your account using your registered email address and password. After you have logged in, you will be taken to the ExamTrack Dashboard (Fig 2).




The dashboard includes a vertical sidebar with icons for home, menu, calendar, download, and notifications. The main content area is titled 'Examtrack Teacher Shortcuts' and contains two cards. The left card is for 'Lamda' and features a large 'LAMDA' logo and a 'Create a new Event' button. The right card is for 'ROA' and features a large 'LAMDA' logo and a 'Create a new ROA Event' button.

**Fig 2.**

# LAMDA

**Step 3** – On the left side of the screen you will see 5 white icons on a blue background, this is your Navigation Menu. If you hover over each icon, you will see a label.

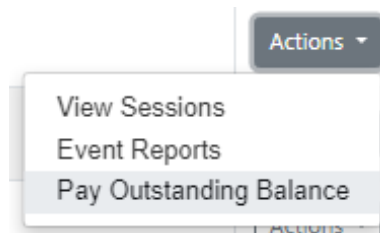
Click on 'My Sessions'  (2<sup>nd</sup> icon down from the top). Here you will find a list of all your Centre's past, present, and future exam events (Fig 3).

18546	TEST	TEST	Test Event	25/12/2022	999.00	Staff are checking the event	Actions ▾
18927	TEST	TEST	Spring	01/03/2023	0.00	Cancelled	Actions ▾

**Fig 3.**

## Option A - Pay by credit/debit card

**Step 4** – Locate the event you want to pay for from the list of events. On the right-hand side of the screen, left click on the 'Actions' button for the event selected. From the drop-down menu (Fig 4), left click on 'Pay Outstanding Balance'.








**Fig 4.**

Note: if you are paying for a past event, 'View Sessions' will not appear as an Action option.

**Step 5** - A new window will appear (Fig 5) which will show the amount payable for the event selected. Enter your card details here and click the 'Pay now' button to complete payment. Once the payment has gone through, the funds will automatically be applied to your event balance.

**Outstanding Balance: £939.00**  
This balance will be changed to the card with the details you enter in the below form.

Card number	Expiration	CVC
1234 1234 1234 1234    	MM / YY	CVC 
Country	Postal code	
United Kingdom ▾	WS11 1DB	
<b>Pay now</b>		

**Fig 5.**

# LAMDA

## Option B - Pay by BACS

**Step 4** - Locate the event you want to pay for from the list of events. On the right-hand side of the screen, left click on the 'Actions' button for the event selected. From the drop-down menu (Fig 6), left click on 'Event Reports'.

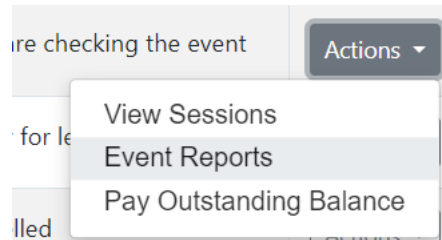


Fig 6.

Note: if you are paying for a past event, 'View Sessions' will not appear as an Action option.

**Step 5** - A pop-up box will appear called 'Session Reports'. Select 'Invoice' from the drop-down menu (Fig 7) and click on the 'Process' button. A PDF of the invoice will then automatically download to your computer, you can usually find this in your 'Downloads' folder.

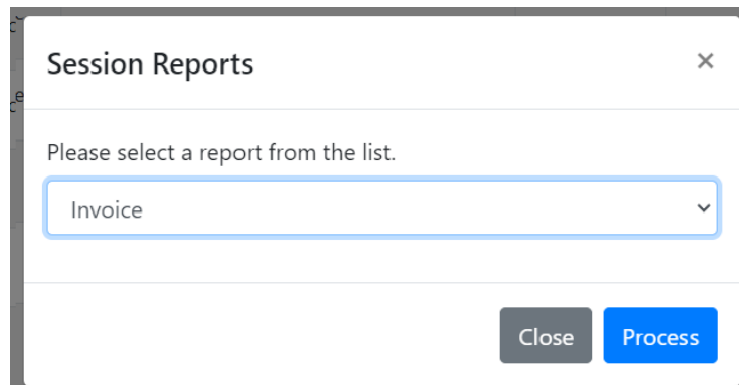


Fig 7.

**Step 6** - Log into your bank's website and make a payment to LAMDA Ltd using the bank details below (also found on your invoice). For the payment reference, please **quote the 'Payment Ref' on the invoice** (see top right-hand side of invoice). The reference is made up of the Invoice Number and your Centre Code. Once we have received your payment, we will allocate the funds to your event.

Bank Name: Barclays Bank PLC Account Name: LAMDA Limited Account Number: 63900738 Sort Code: 20-00-00	<b>Additional information for overseas banks:</b> SWIFT / BIC: BARCGB22 IBAN: GB23BARC20000063900738
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If you have any questions, please email us at [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk), including your Centre Code in the subject line followed by 'Payment Query'.