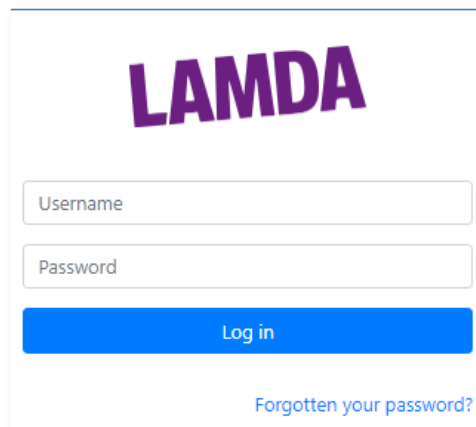# LAMDA

How to Pay for Private Centre Events
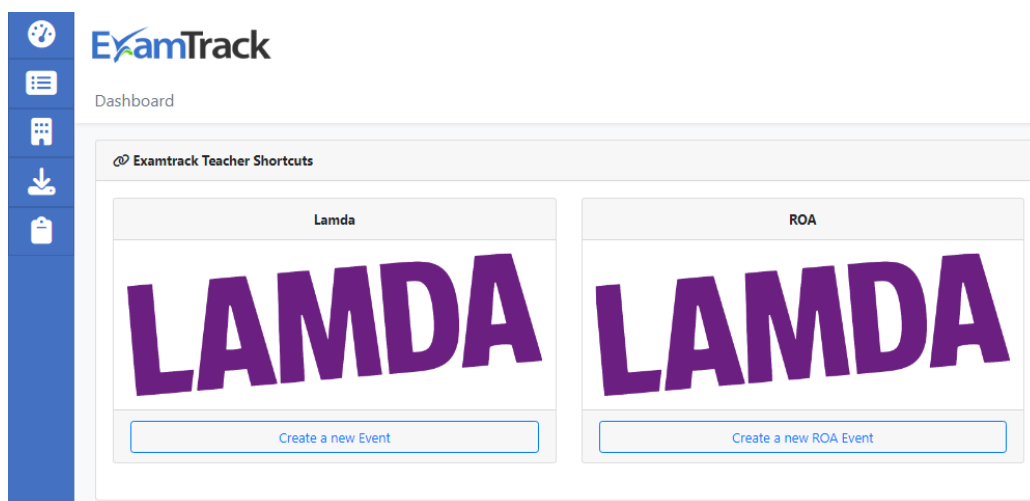
Step 1 – Access ExamTrack using the following hyperlink: On the landing page you will be asked for your username and password (Fig 1).

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).

Fig 2.

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' (2nd 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 | 939.00 | 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'.
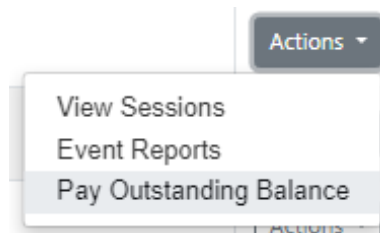
Fig 4.

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.

Fig 5.

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'.
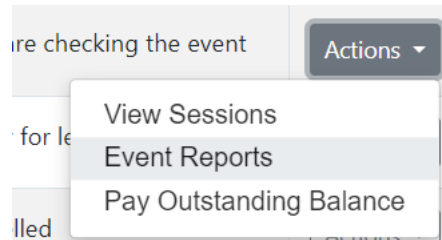

Fig 6.

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.
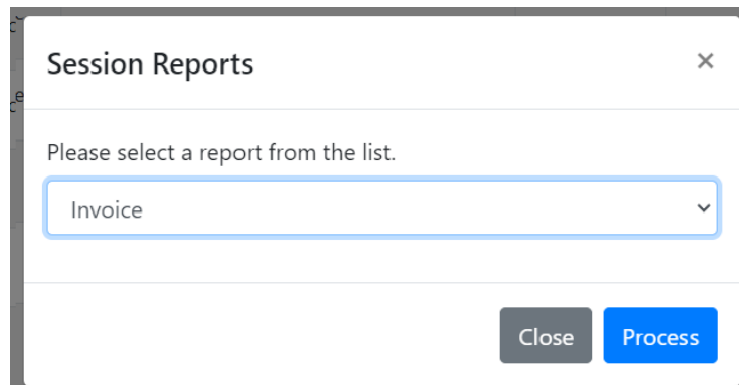

Fig 7.

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	**Additional information for overseas banks:** SWIFT / BIC: BARCGB22 IBAN: GB23BARC20000063900738

If you have any questions, please email us at exams@lamda.ac.uk, including your Centre Code in the subject line followed by 'Payment Query'.