



## ***How To***

# Instructions on signing customers up for tours through the ***Hub World Travel*** website

Please contact us with any questions you may have:

**800.637.3110**

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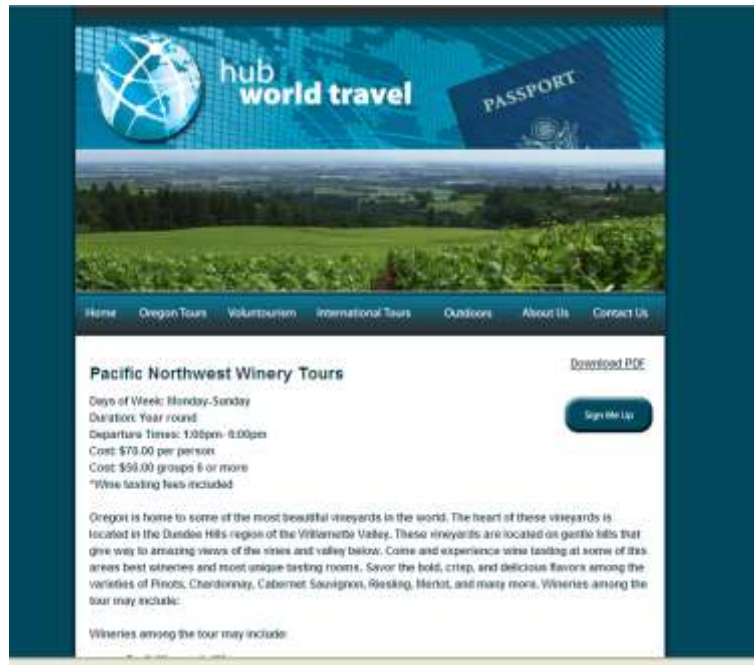
- Sign up at Customer for a Tour:
- Connect to: [www.hubworldtravel.com](http://www.hubworldtravel.com)
- Click on “[Oregon Tours](#)”



- Select what tour the customer would like to go on
  - Example: [Click on Oregon Wine Tour](#)



- This page provides a description of the tour and the cost
- Click the [“Sign Me Up”](#) button located to the right of the page



- Please enter the following information:
  - Desired date of the tour, What hotel customer is staying at, Who referred them?
- Pricing for all of our tours have **INDIVIDUAL** and **GROUP** pricing
  - **Individual** pricing allows us to conduct the tour no matter how few people are on it (1-5 people)
  - **Group** pricing (6 + people)





- Add more people to the tour in the “Qty” box or
- click the “go to checkout” button to continue process

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hub world travel

PASSPORT

### Your Shopping Cart Contents

Total Items: 1 Weight: 0lbs Amount: \$70.00

Qty.	Item Name	Unit	Total
1	PACIFIC NW Wilderness Tour	\$70.00	\$70.00

Sub-Total: \$70.00

back to shopping

estimate shipping

go to checkout

Home :: Privacy Policy :: Terms & Conditions

- Sign into your account using your email and password you created
- **First time user?**
  - **Skip to next step**

hub world travel

PASSPORT

### Welcome, Please Sign In

Note: Your "Visitors Cart" contents will be merged with your "Members Cart" contents once you have logged on.

**Returning Customers: Please Log In**

Email Address:

Password:

**New? Please Provide Your Billing Information**

Create a login profile with Hub World Travel which allows you to shop faster, track the status of your current orders and review your previous orders.

\* Required information

**Company Details:**

Company Name:

**Address Details:**

Mr.  Ms. \*

First Name:

Last Name:

Street Address:

Address Line 2:

City:

State/Province:

Post/Zip Code:

Country:  \*

**Additional Contact Details:**

Telephone:

- If you have not yet created an account with Hub World Travel please do so by filling out the following information
  - Once your account has been created you can simply sign up customers for tours by logging into your account
    - Enter your **Email Address** and **Password** under the “Returning Customers: Please Log In”

**New? Please Provide Your Billing Information**

Create a login profile with **Hub World Travel** which allows you to shop faster, track the status of your current orders and review your previous orders.

\* Required information

**Company Details**

Company Name:

**Address Details**

Mr.  Ms. \*

First Name:  \*

Last Name:  \*

Street Address:  \*

Address Line 2:

City:  \*

State/Province:  \*

Post/Zip Code:  \*

Country:  \*

**Additional Contact Details**

Telephone:  \*

Fax Number:

**Verify Your Age**

Date of Birth:  \* (eg. 05/21/1970)

**Login Details**

Email Address:  \*

Password:  \* (at least 5 characters)

Confirm Password:


**Newsletter and Email Details**

Subscribe to Our Newsletter.

HTML  TEXT-Only

- Redeption Code
  - ENTER in box  
**“better world club”** to redeem discount
- Enter in “Special Instructions or Order Comments” Box
  - Contact # or room #
- Enter any special instructions or accomodations that a customer may need

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### Step 2 of 3 - Payment Information

**Billing Address:**

Hub  
Garrett Hampton

1234 NW 123 Rd  
Portland, OR 97210

Your billing address is shown to the left. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.

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**Your Total**

Sub-Total:	\$70.00
Free Shipping:	\$0.00
<b>Total:</b>	<b>\$70.00</b>

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**Discount Coupon**

Please type your coupon code into the box next to Redemption Code. Your coupon will be applied to the total and reflected in your cart after you click continue.

Please note: you may only use one coupon per order.

Redemption Code **better world club**

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**Payment Method**

Paypal IPN

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**Special Instructions or Order Comments**

**Please enter special accomodations that a customer may need or other comments here.**

Continue to Step 3  
- to confirm your order.

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### Step 3 of 3 - Order Confirmation

**Billing/Payment Information**

Hub  
Garrett Hampton

123 NW 1234 St  
Portland, OR 97111

**Payment Method:**  
Paypal IPN

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**Special Instructions or Order Comments**

None

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**Shopping Cart Contents**

Qty.	Item Name	Total
1 x	Pacific NW Winery Tour	\$70.00

Sub-Total: \$70.00  
 Free Shipping: \$0.00  
**Total: \$70.00**

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**Final Step**  
- continue to confirm your order. Thank you!

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- Please confirm again that the correct information is entered then click “confirm the order”
- The site will then take you to **PayPal**

- Click the “continue” button located just above the Visa, Mastercard, Amex, ect logos

**Hub World Travel**

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Hub World Travel Purchase
Total: \$70.00 USD

**PayPal is the safer, easier way to pay**

PayPal securely processes payments for **Hub World Travel**. You can finish paying in a few clicks.

**Why use PayPal?**

- Use your credit card online without exposing your card number to merchants.
- Speed through checkout. No need to enter your card number or address.

**Don't have a PayPal account?**  
Use your credit card or bank account (where available). [Continue](#)

[Return to Hub World Travel](#)

**LOG IN TO PAYPAL**

Email:

Password:

[Log In](#)

[Forgot email address](#) or [password?](#)

PayPal. The safer, easier way to pay.  
For more information, read our [User Agreement](#) and [Privacy Policy](#).

**Hub World Travel**

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Hub World Travel Purchase
Total: \$70.00 USD

**Pay with Credit Card or Log in**

[Learn more about PayPal - the safer, easier way to pay.](#)

**Enter your billing information**

Country:

First Name:

Last Name:

Credit Card Number:

Payment Type:

Expiration Date:

Billing Address Line 1:

Billing Address Line 2 (optional):

City:

State:

ZIP Code:

Home Telephone:  000-000-0000

Email:

[Review Order and Continue](#)

[Return to Hub World Travel](#)

**Already have a PayPal account?**

**Please log in**

Email:

Password:

[Log In](#)

[Forgot email address](#) or [password?](#)

- Fill out customer billing information
  - Billing address must be the address associated with the credit card being used
- **American Express Credit Cards**—4 digit security code is on front of card

- Click the button “Continue without logging in”
- **Note:** this screen may only appear if PayPal recognizes the email address (in any case just click continue)

**Hub World Travel**

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**Did You Know?**

Our records show that you have a PayPal account.

Benefits of paying with PayPal:

- Pay without exposing your credit card or bank account numbers.
- Speed through checkout without stopping to enter your billing information.



**You have a PayPal account.**

Pay for this purchase quickly and securely.

Log In

[Continue without logging in.](#)

[Return to Merchant](#)

PayPal. The safer, easier way to pay.  
For more information, read our [User Agreement](#) and [Privacy Policy](#).

- Confirm all information is correct
- Click the “Pay \$\_\_\_ Now” button

**Hub World Travel**

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**Review Your Payment**


Review the payment details below and click **Pay** to complete your secure payment.

Item	Unit Price	Qty	Total
Hub World Travel Purchase Item # 1	\$70.00	1	\$70.00

[Add special instructions for the merchant](#)

Subtotal: \$70.00

**Total: \$70.00 USD**



**Pay \$70.00 Now**

**Payment Method:** Credit Card: Visa XXXX-XXXX-XXXX-1413 \$70.00 USD

This credit card transaction will appear on your bill as "HUBWORLDTRA"

[Change](#)

**Shipping Address:** **1234 NW 123 St  
Portland, OR 97210**

[Change](#)

**Contact Information:** j.doe@gmail.com

**Pay \$70.00 Now**

[Cancel and return to Hub World Travel](#)



- PayPal will confirm that your order was successful and will allow you to print out a receipt

## Hub World Travel

**Garrett, thank you for your payment**

You just paid without exposing your financial information.

Receipt ID: 1269-7889-4234-7141

An email with your order summary has been sent to j.doe@gmail.com

YOUR ORDER IS BEING SHIPPED TO

**123 NW 1234 Rd  
Portland, OR 97111**

[Go to PayPal Account Overview](#)

MERCHANT CONTACT INFORMATION

Hub World Travel  
info@hubworldtravel.com  
800-637-3110

[Return to Hub World Travel](#)

[View Printable Receipt](#)

If you have forgotten your password, please [reset it](#).

PayPal. The safer, easier way to pay.

For more information, read our [User Agreement](#) and [Privacy Policy](#).

- Printable receipt for customer's records

## Hub World Travel

Receipt

  [Secure Payments](#)

Ship To: Garrett Hampton  
**123 NW 1234 Rd  
Portland, OR 97111**

Seller Information: Hub World Travel  
info@hubworldtravel.com

This Payment will appear on your credit card statement as  
"HUBWORLDTRA"

Receipt ID: 1269-7889-4234-7141

Placed on Jun. 3, 2008

Payment For	Quantity	Price
Hub World Travel Purchase Item #1	1	\$70.00 USD
	Subtotal:	\$70.00 USD
	Sales Tax:	\$0.00 USD
	<b>Total Amount:</b>	<b>\$70.00 USD</b>

[Print](#)

[Done](#)

PayPal. The safer, easier way to pay.

For more information, read our [User Agreement](#) and [Privacy Policy](#).