Contest Registration Process

Our ordering system has changed and we hope this detailed order example will make our users more comfortable with the contest ordering process.

1) When orders are made, and you are paying by credit card, the credit card information will be processed immediately through a reputable third party electronic payment processing company called Beanstream. The transaction will show up as “University of Waterloo-CEMC” on your credit card statement.

2) When orders are made, and you are paying by invoice, the invoices are now being processed and distributed by the University of Waterloo Finance Department.

3) Invoices can be paid by credit card online at https://farecomm.uwaterloo.ca. Detailed instructions to pay your invoice by credit card online start on page 11 of this document.

Information you need before you register:

1. **School Number** and **Password** – This is confidential information that is mailed out in September to the “Head of Math” at schools who have previously registered for one or more of our contests. This nine-digit number and password is used for registration and obtaining results so keep it handy. If you are the Contest Manager and cannot locate your School Number and Password, click on the “Don’t have or forgot your school number or password?” link below the “Enter Secure Site to Register for Contests” button on the Registration page for ways to get this information.

2. **Purchase Order Number** if your school or school board requires this information on your invoice.

3. **Credit Card** information including the **Card Number**, **Expiration Date** and **CVD number**, (Card Verification Digits). Most credit cards now include a 3 or 4 digit verification number (CVD number), which is not part of the regular credit card number. The CVD seeks to ensure that the purchaser has the physical card in hand when placing a phone, mail, or Internet order, and to verify that the card account is legitimate. The number is not contained in the magnetic strip information nor does it appear on sales receipt. The location of these codes on Visa, MasterCard or American Express Credit Cards is illustrated below.
Registration Process

**Step 1:** Click on the Registration button titled “Enter Secure Site to Register for Contests”.

**Step 2:** On the next page, enter your **confidential School Number** and **Password**. Click on the “Login/Ouvrir une session” button.

**Step 3:** a) On the next page, verify that the **School Address** Information is accurate.
b) Make changes to the **School Personnel Information** and click the **“Update and Order Contests”** button as shown below.

![School Personnel Information](image)

**Step 4:** This will take you to a new page.

a) Choose the **Contest** you wish to order.

Note: Current orders are listed in the chart if you have already ordered one or more of our contests. The payment status is also displayed.

![University of Bug Testing](image)
**Step 5**: The Contest Registration page will appear next.

a) The contest manager’s **First** and **Last name** and **email address**.

b) Choose the payment method.
There are 3 options;

i) **Credit Card at time of placing the order**, (we accept Visa, MasterCard or American Express)

ii) **Invoice**

iii) **Purchase Order** (Purchase Order Numbers are not a requirement by the CEMC but is required by some schools or school boards.)

After you choose the Payment Method, you **MUST press the “Set” button** even if you are using the default, (Credit Card).
i) Payment by Credit Card, when your order is placed.

a) Click “Make Credit Card Payment”

b) A new page will prompt you for your credit card information.
   
   Enter “Name on card:”
   Choose “Credit Card Type:”
   Enter “Credit Card Number:”
   Pick “Expiration Date:” month and year
   Enter “Credit Card CVD:” (this is explained on the site and on page one of this document.)
c) Once information is entered and reviewed, click the “Submit Payment” button. Your card information is processed immediately through Beanstream. (Processing may take a minute.)

![Credit Card Payment Form]

- **Address Information**
  - Name: John Doe
  - Phone Number: 519-888-4808
  - Address Line 1: 200 University Avenue W., P.O. Box 123
  - City: Waterloo
  - Province/State: Ontario
  - Postal/Zip Code: N2L 3G1
  - Country: Canada
  - Email: j.doe@someplace.ca

- **Payment Information**
  - Invoice/Order Number: 7545
  - Amount: $125.00 CAD
  - Name on card: [Field]
  - Credit Card Type: VISA
  - Credit Card Number: [Field]
  - Expiration Date: 01/15/2008
  - Credit Card CVD: [Field]

![Submit Payment Button]

- **Submit Payment**

---

d) Successful transactions will look like below.

![Order Confirmation]

- **Contest Order Confirmation**
  - Thank you John Doe your credit card transaction has been approved.
  - Transaction Auth. Code: TEST
  - Transaction Card Type: Visa
  - Transaction Amount: $125.00
  - Transaction Date: 10/23/2008 2:35:43 PM

You should receive a receipt for this transaction shortly.

- Place another order
- Logout

---

e) Users can “Place another order” or “Logout” at this point.

A receipt is emailed to the user. *If you did not get a receipt, log back in make sure your order and payment show under “Current Orders” shown on page 2 of this document.* (Example next page)
Credit Card Payment SAMPLE Receipt

The Centre for Education in Mathematics and Computing
CEMC
Faculty of Mathematics
University of Waterloo (MC 5181)
Waterloo ON N2L 3G1
Canada

Telephone: 1 (519) 888-4808
Fax: (519) 746-6692
Website: http://cemc.uwaterloo.ca
Email: ccmc@math.uwaterloo.ca

Sold To:
University of Bug Testing
Att: Re: Terry Bae
200 University Avenue W., P.O. Box 12345
Waterloo ON N2L 3G1
Canada

Phone: 519-888-4808
Fax: 519-746-6692

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7168</td>
<td>10</td>
<td>Euclid Contest</td>
<td>$12.00</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

Order Date: Oct 23, 2008, P.O. #; Amount includes $5.00 entry fee.

<table>
<thead>
<tr>
<th>Tran. Amount</th>
<th>Tran. Date</th>
<th>Card Type</th>
<th>Trans. Id</th>
<th>Card Holder</th>
<th>Trans. Auth. Code</th>
<th>Trans. Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>$125.00</td>
<td>10/23/2008 2:35:43</td>
<td>Visa</td>
<td>10000332</td>
<td>John Doe</td>
<td>TEST</td>
<td>P</td>
</tr>
</tbody>
</table>

Subtotal $125.00
GST $0.00
Shipping $0.00
Adjustment $0.00
Amount Paid $125.00

PLEASE PAY THIS AMOUNT CAD $0.00

In Canada, 5% GST (R1119260685) is added to the price of Gauss Contest orders placed on/after Jan 1st 2008. 0% GST (R1119260685) is added to the price of Gauss contest orders placed before Jan 1st 2008.

Gauss minimum order of $20.00

The CEMC does not offer refunds, returns or cancellations of any kind at this time.
Unsuccessful Credit Card Transaction

If you get this message, the order must be re-entered. Order and Payment have been declined.

Conclusion:
Once you click confirm, a new screen will appear and the message “Order Successfully Submitted” will show at the top of the next screen. You can continue to order more contests or “logout”.

University of Bug Testing

Register for a Contest

Current Orders

<table>
<thead>
<tr>
<th>Contest</th>
<th>English</th>
<th>French</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Euclid</td>
<td>2</td>
<td>0</td>
<td>Edit</td>
</tr>
<tr>
<td>Total: $29.00 Order Number: 71130 Date ordered: February 16, 2011 Date shipped: N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fryer</td>
<td>1</td>
<td>0</td>
<td>Edit</td>
</tr>
<tr>
<td>Galois</td>
<td>1</td>
<td>0</td>
<td>Edit</td>
</tr>
<tr>
<td>Hypatia</td>
<td>1</td>
<td>0</td>
<td>Edit</td>
</tr>
<tr>
<td>Total: $21.00 Order Number: 71134 Date ordered: February 16, 2011 Date shipped: N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ii) Payment by Invoice or Purchase Order Number

a) The payment method on the Order confirmation page will show the Invoice or Purchase Order and the Purchase Order option will show the Purchase order number.

b) An invoice will be sent to you from the “University of Waterloo Finance Department” after the contests have been shipped.

c) Note: Invoices are now paid to the “University of Waterloo”. For questions about your invoice please contact the finance department. 519-888-4567 ext. 37131 or 38913
Bill To:  
Taylor Swift Inc  
456 Paradise Island  
Lala Land  ONTARIO N0B 3J7

Customer Number:  109099  
Customer Location:  Lala Land  
Invoice Date:  17-OCT-12  
Invoice Number:  103245  
Payment Terms:  30 NET

Invoice Description: CEMC - Order number - 123456 by Jen Connolly
Reference Number:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Tax</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Euclid Contest</td>
<td>10</td>
<td>14.00</td>
<td>HSTFED0%-HSTP0%</td>
<td>140.00</td>
</tr>
<tr>
<td>Cost Shipping for Euclid</td>
<td>1</td>
<td>5.00</td>
<td>HSTFED0%-HSTP0%</td>
<td>5.00</td>
</tr>
</tbody>
</table>

Subtotal:  145.00  
Total:  145.00  
Less Deposit:  

Invoice 103245 Total Due  CAD:  $145.00

Please make cheque payable to University of Waterloo and reference the invoice number.

Remit to:  
University of Waterloo  
Finance, ECH  
200 University Ave W  
Waterloo, Ontario N2L 3G1  

Customer Number:  109099  
Customer Location:  Lala Land  
Invoice Number:  103245  

H.S.T. Number  11926 0685 RT0001
Paying your Invoice(s)

You can pay for your invoices in 3 different ways:

1) You can mail a cheque/money order to the attention of the “Finance Department at the University of Waterloo” (200 University Avenue West, Waterloo, Ontario, N2L 3G1) Please make the cheque payable to “University of Waterloo” and also make sure that you quote the invoice number(s) on the cheque.

2) You can pay for the invoice by Bank Transfer. Our banking information is below.

University of Waterloo Banking Information:

Bank: TD Canada Trust
Address: 381 King Street West
         Kitchener, Ontario, Canada
         N2G 1B8
Account #: 5281461
Transit #: 27522
Bank #: 004
Swift Code: TDMTCA53
ABAN #: 026009593

ALL Payments are to be remitted to: University of Waterloo
                                   200 University Avenue West
                                   Waterloo, Ontario N2L 3G1

Emailed Remittance Notifications are to be sent to: uwbanking@uwaterloo.ca

Please be sure to reference appropriate information within your remittance notification (invoice number, customer number, contact person, description of payment, etc.)

Authorization:

Please note, the only University of Waterloo staff authorized to provide/update the University’s banking information for EFT or Wire payment purposes are as follows:

- Manager, Revenue Accounting
- Associate Director, Treasury & Tax Services
- Controller
- Director of Finance

Banking Information Authorized for Release By:

[Signature]
Manager, Revenue Accounting

Nov 25/16	Date

Please note: It is important that the remitter provides useful references such as invoice number(s), customer number, a brief description of payment and/or contact person at UW (i.e. CEMC) in order to enable us to identify the recipient of the payment.
3) **NEW** You can now pay for your UW Invoice online by accessing our ecommerce site https://farecomm.uwaterloo.ca
Please have your invoice(s) on hand. You will need to enter several pieces of information located in your invoice header.
See step-by-step instructions for paying your UW Invoice online below (with print screens)

Click on “Get Started”

Enter the information exactly as it is shown on your invoice (include spaces and capitals). The information is located on the top right corner of your invoice (see sample invoice)
Click on “Save & Continue”
Enter Payment details.

1) You can pay the invoices separately by entering the amount in the box under “Payment Amount”. This way you can use different credit cards if needed.

2) You can pay for all invoices at the same time by clicking on “Pay All Invoices”.

You can also apply any account credits that you may have. Please contact Finance for details (519-888-4567 x37131)

Once completed click on “Save and Continue”

The Amount Payable will appear in the middle of the page. Click on “Pay Now”.

It will now prompt you to enter your address information and also your payment information. Once completed, click on “Submit Payment”.

A receipt will be sent by email momentarily.
iii) If you choose “**Purchase Order**” as form of payment you must choose one of the following options: “**Bill to School**” or “**Bill to Board**”.

If you choose “Bill to Board” and the following message may appear on top of the page…

> Our database does not have your Board mailing address. Please contact us at 1-519-888-4567 ext 38295 for further assistance.

…you will need to **contact us**. Once the CEMC has added your boards mailing address to our system you can then re-start your online order.

If the above message does not appear, you may continue with your order.

d) Select the amount of English and/or French contests and press “Next”

This takes you to a new page where you review that your order is correct.

Purchase Order Invoice will be sent to the board once the contests are shipped.

**Payment for a purchase order** can be made using the **invoicing instructions starting on Page 11** of this document.