How to Make a Payment

Use these steps to pay your next installment or your remaining balance for your trip through WeTravel.

> **Look for the orange box** in each picture. It shows exactly where to click.

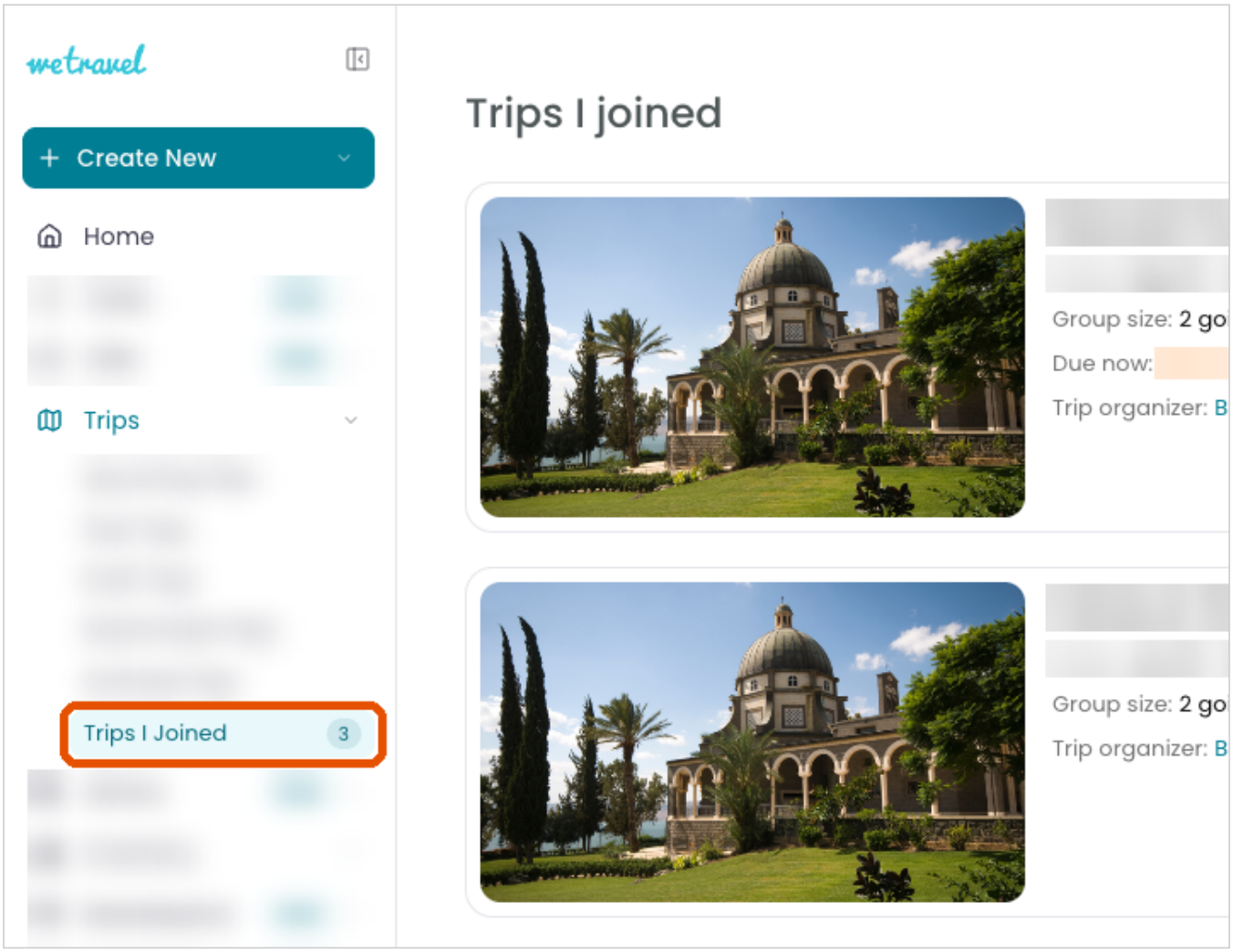
Step 1: Sign in to WeTravel

Go to **wetravel.com** and click **Sign In** at the top right. Enter the **email address of the person who registered for the trip** (the booking party) and click **Next**. Then follow the prompts to finish signing in, using your password or the code WeTravel emails you. If that email is a Gmail address, you can also click **Continue with Google**.

> **Your username is always the email used to register.** The person who booked is the booking party, and everyone on that booking is managed from their account. If someone else registered you, sign in with **their** email address, or ask them to complete this step for you. Can't remember which email was used? Check for your WeTravel booking confirmation email, or call our office.

Step 2: Go to “Trips I Joined”

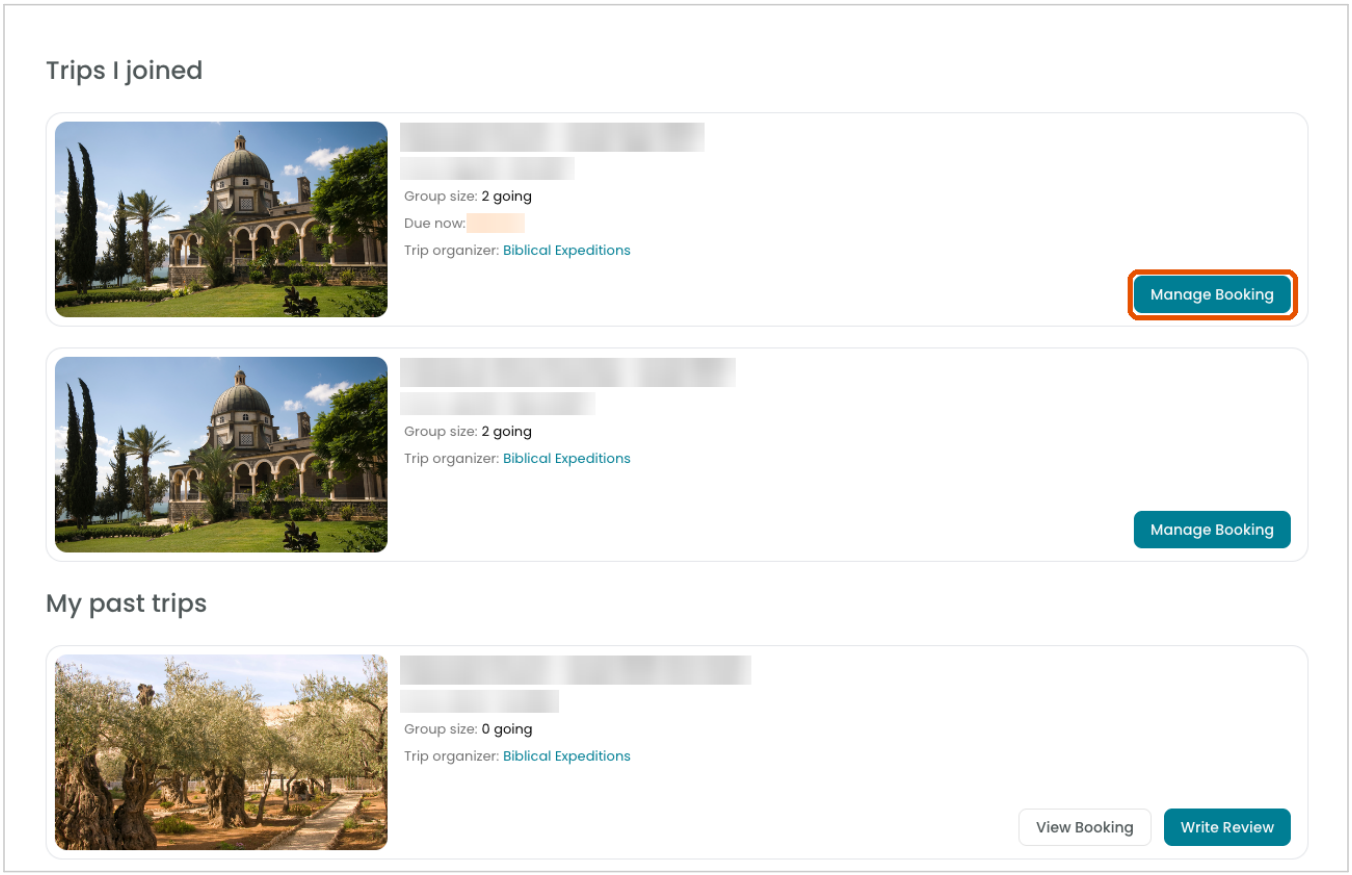
Once you're signed in, look at the menu on the left side of the screen. Click **Trips**, then click **Trips I Joined** just below it.



On a phone, tap the menu icon at the top of the screen to open this menu. Your menu may show fewer items than the picture; just look for **Trips I Joined**.

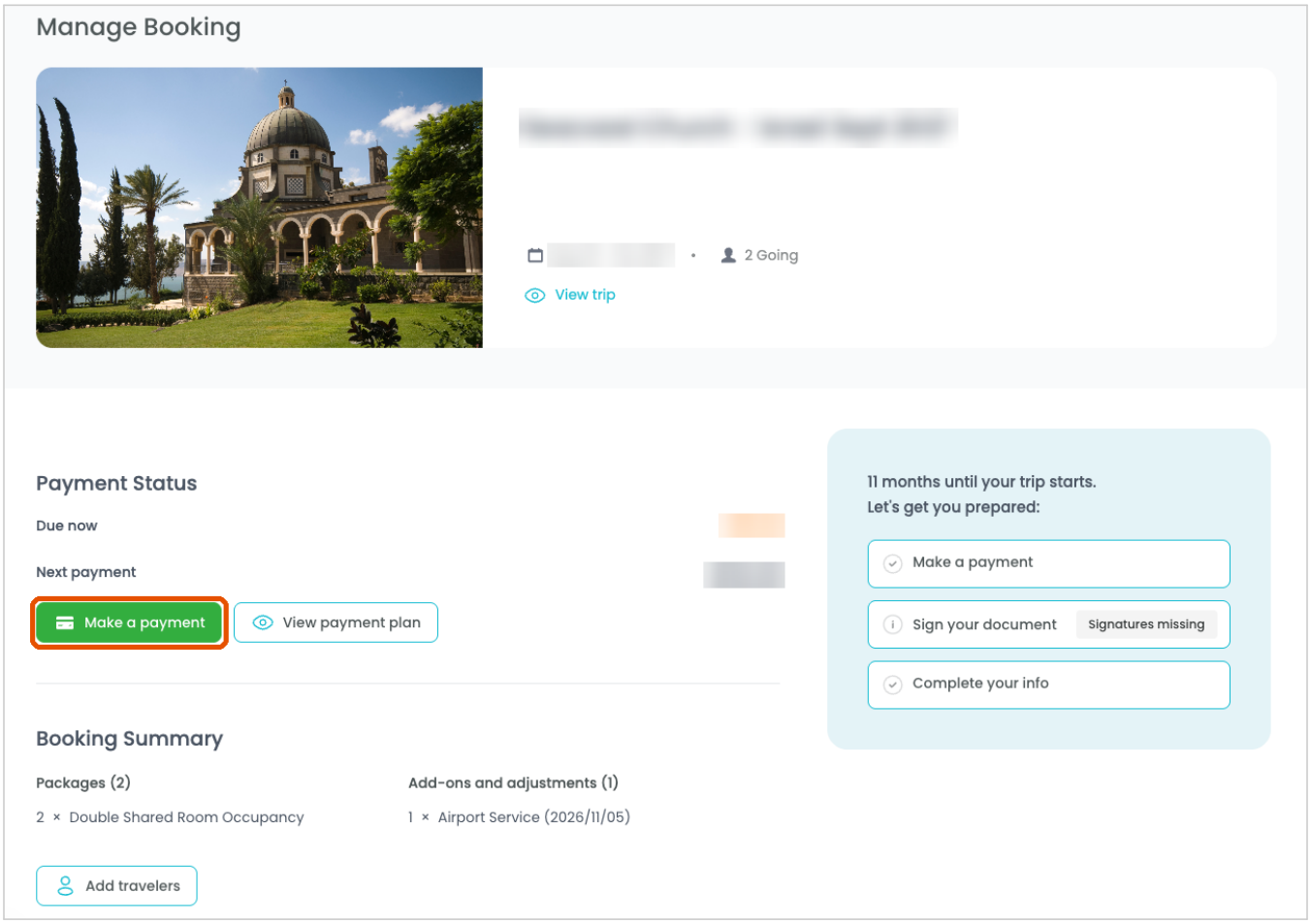
Step 3: Click “Manage Booking” on your trip

Your trips are listed here. Find the trip you're going on and click **Manage Booking**.



Step 4: Click “Make a payment”

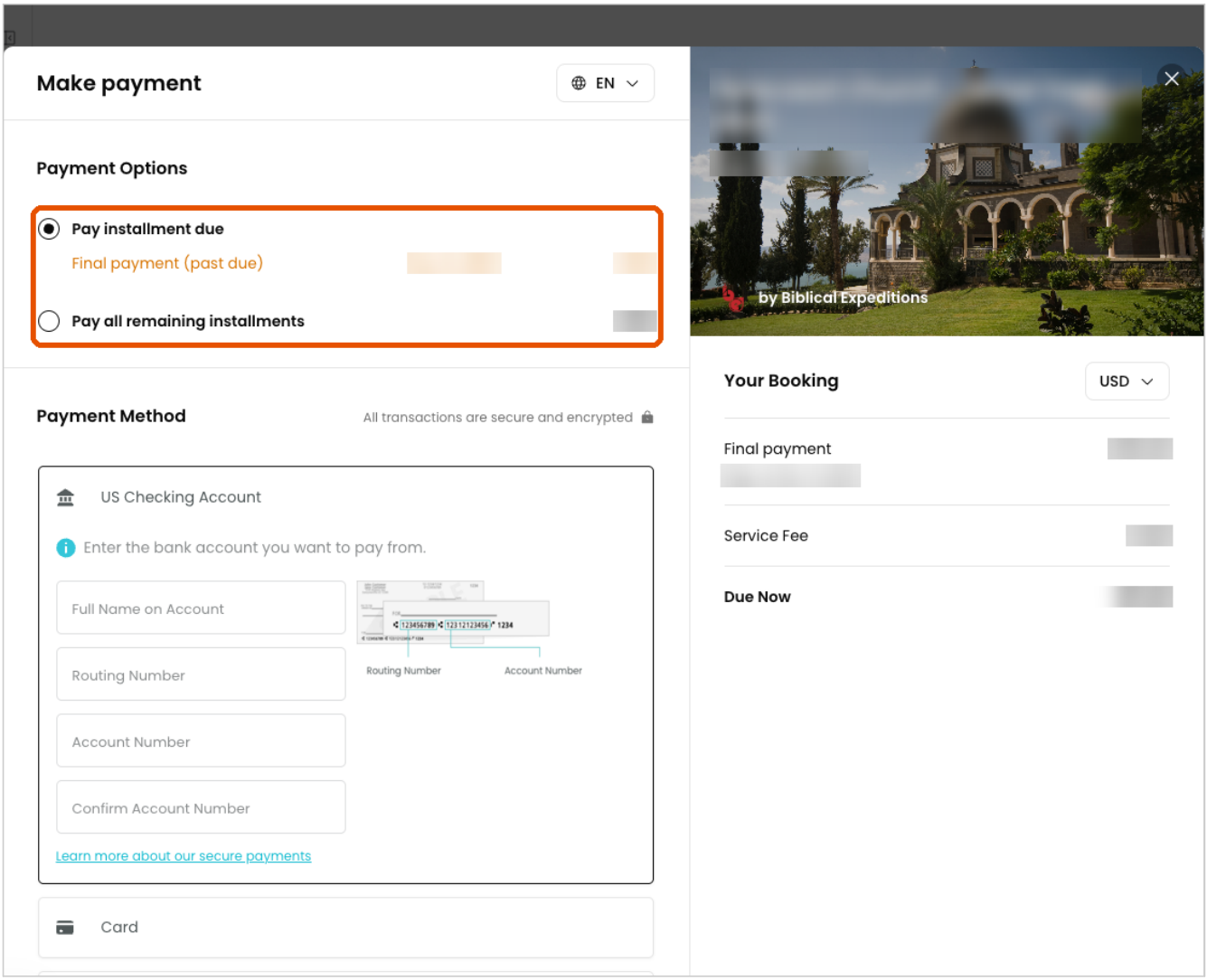
Under **Payment Status** you'll see what's **Due now** and your **Next payment**. Click the green **Make a payment** button.



Want to see all of your payment dates first? Click **View payment plan**.

Step 5: Choose how much to pay and how to pay

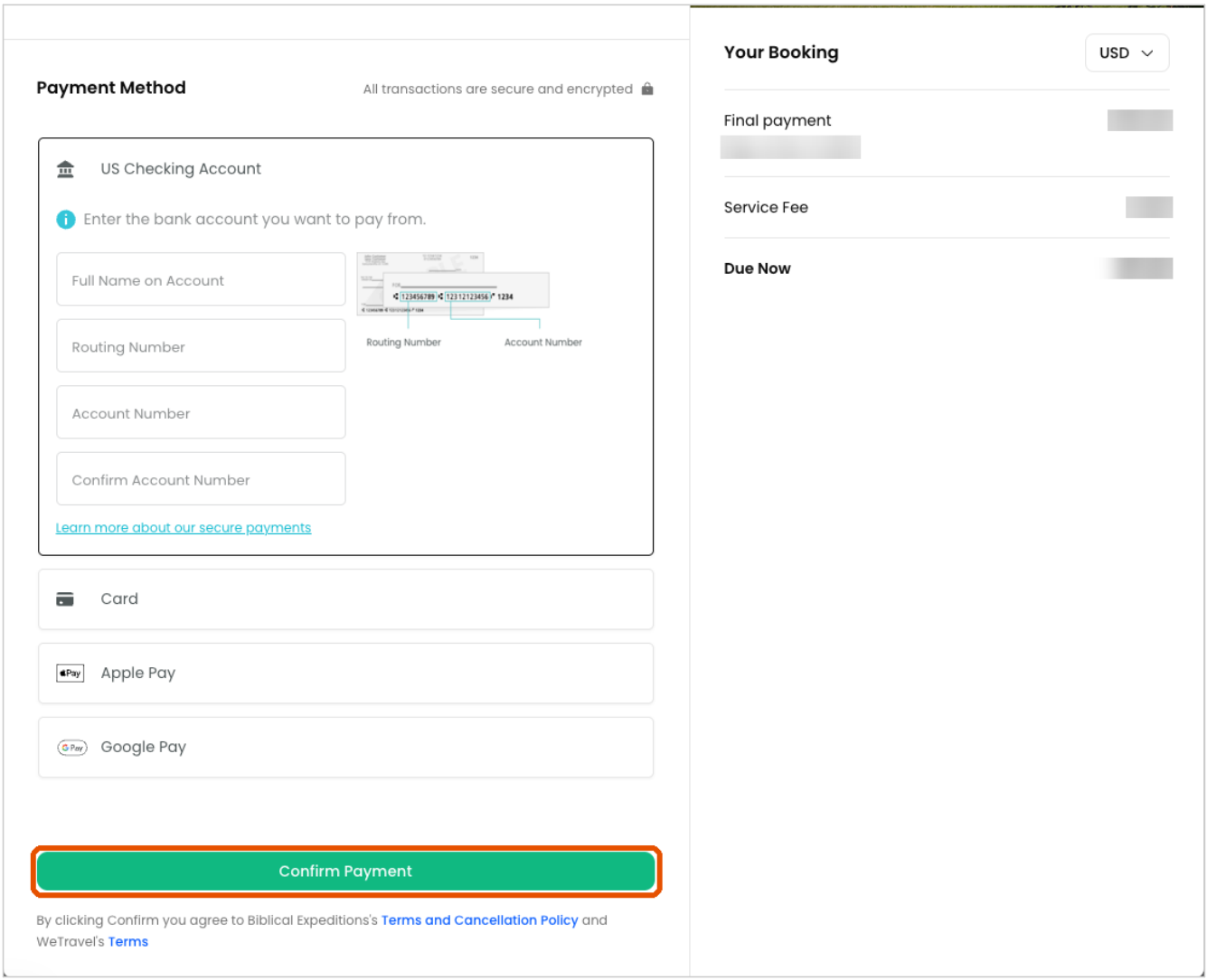
Under **Payment Options**, choose **Pay installment due** to pay just your next payment, or **Pay all remaining installments** to pay off your balance. Then choose your payment method: **US Checking Account**, **Card**, **Apple Pay** or **Google Pay**. If you have a saved payment method, you can select it here.



The **Your Booking** panel on the right shows the payment amount, any service fee, and the total **Due Now** before you pay.

Step 6: Enter your details and click Confirm Payment

Fill in your bank or card details (or follow the Apple Pay / Google Pay prompt), check the total on the right, and click **Confirm Payment**.



You'll get an email receipt once your payment goes through. You can also download a receipt anytime from the bottom of your booking page under **Booking History**.

Still stuck? Reply to your trip emails or call our office at 417.408.8511 and we'll walk you through it.