



Bridge Subscription How-To

Transact Mobile Ordering provides students, staff, faculty, and guests a contactless way to pay for items.

DOWNLOADING THE "TRANSACT MOBILE ORDERING" APP

1. Download the Transact Mobile Ordering app on your mobile device for iPhone® on the App Store[™] and for Android[™] on Google Play.



2. Select New England Conservatory of Music, and choose the NEC icon for easy future identification



Fig. 2





- 3. Create your account. The application shows 3 options, "Login with NEC ID", "Register with NonNEC Email", and "Login with NonNEC Email."
- 4. Select "Register with NonNEC Email"
- 5. You can create your account using a work email or your personal email, whatever is easiest for you to keep track of!
- 6. After you complete your profile, you are ready to place your order.

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New England Conservatory	12:35 4 It LTE		NS
	CREATE ACCOUNT ?	NOTIFICATI	ONS
	🖾 Email Address	We send you messages abo	ut your orders.
	A Password	Your order will be ready in	n 5 minutes.
Log In with NEC ID		Clock Calculator Pho	otos Camera
Register w NonNEC Email		Show Prom	pt
↓ Login with NonNEC Email			
			-

PLACING AN ORDER

1. Select Online Payments







2. Browse "Entrepreneurial Musicianship" and select the corresponding subscription:

*Only select institutional if you are wishing to purchase a subscription for your entire institution.

3. Click "Add to Order" to add the subscription to your cart.

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	Red Sox	Tickets June 14 2022	\$13.00 >
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	On-Campu	is Housing Waitlist Pre-Payment	\$300.00 >
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		Fig. 7	

- 4. Review and then confirm your order by selecting "Checkout"
- 5. To pay, select Penguin Pass and then "Add Credit Card"

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6. Enter your credit card information, then click submit to complete your order.

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Phone Number:*				
Cancel Payment	Submit			
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7. You will receive a receipt within the app and via email. Once we receive your payment, it will take 1 - 2 business days to process your payment for your subscription. When your subscription is renewed, you will be notified via email through the Bridge platform.

For any further questions, please email <u>bridge@necmusic.edu</u> for further assistance.