

Mobile Ordering How-to Guide

August 2021

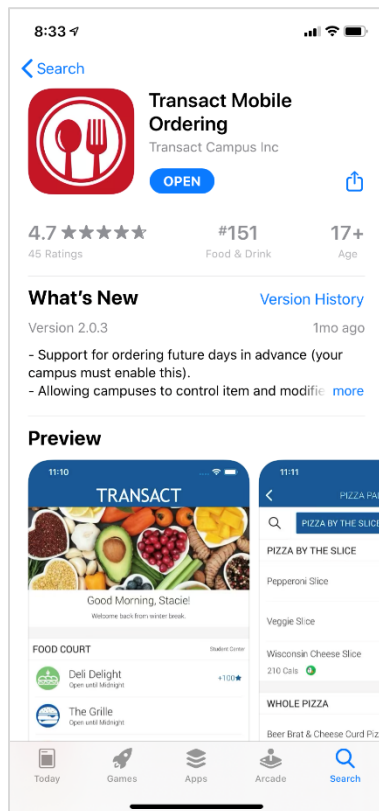


Transact Mobile Ordering provides students, staff, faculty, and guests a contactless way to pay for items.

How to Download the Transact Mobile Ordering App

How it works!

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



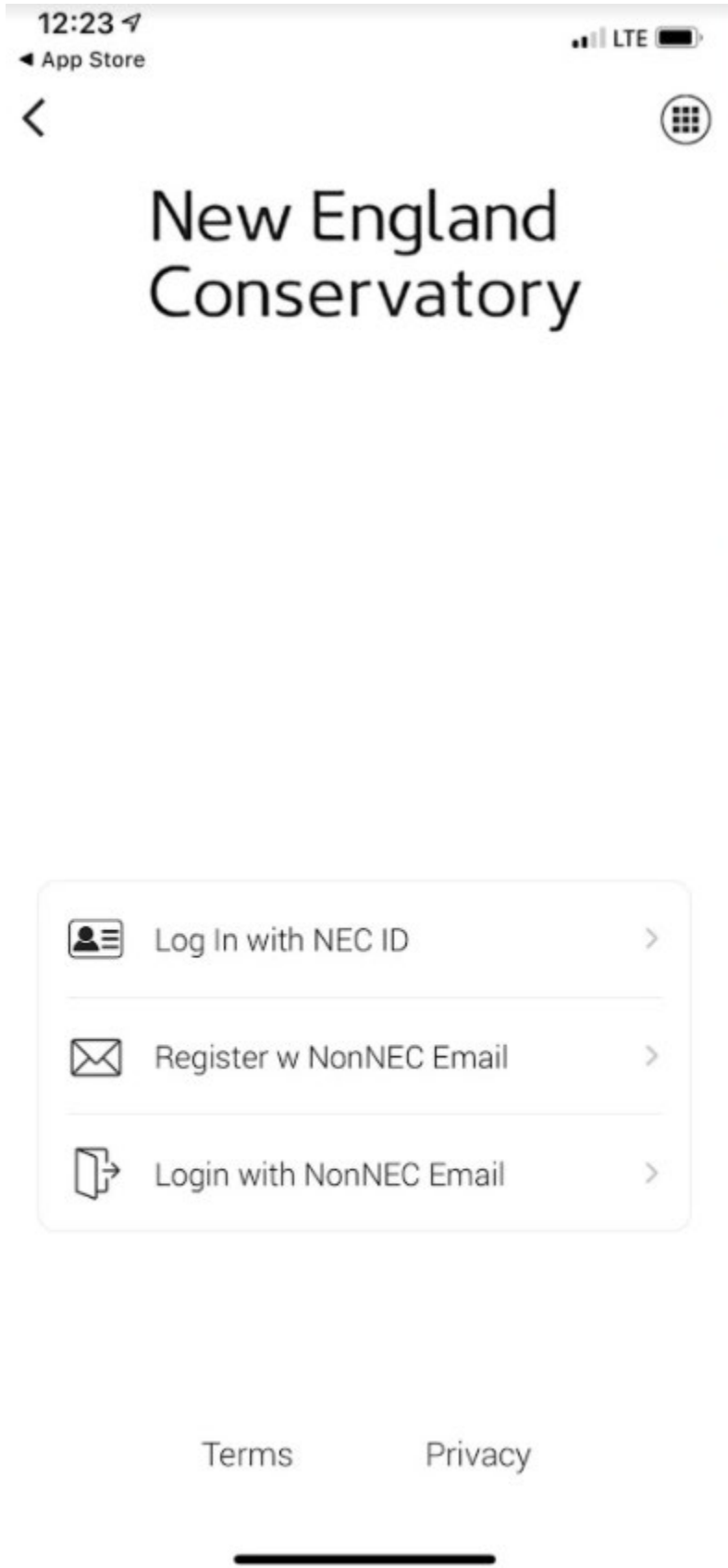
2. Select New England Conservatory of Music.



New England Conservatory of Music

3. Select the NEC icon for easy future identification.

4. Create your account. The application shows 3 options





5. Select Register w Non NEC Email


6. You can create your account using your NEC email or your personal email.

12:35 12:35 LTE

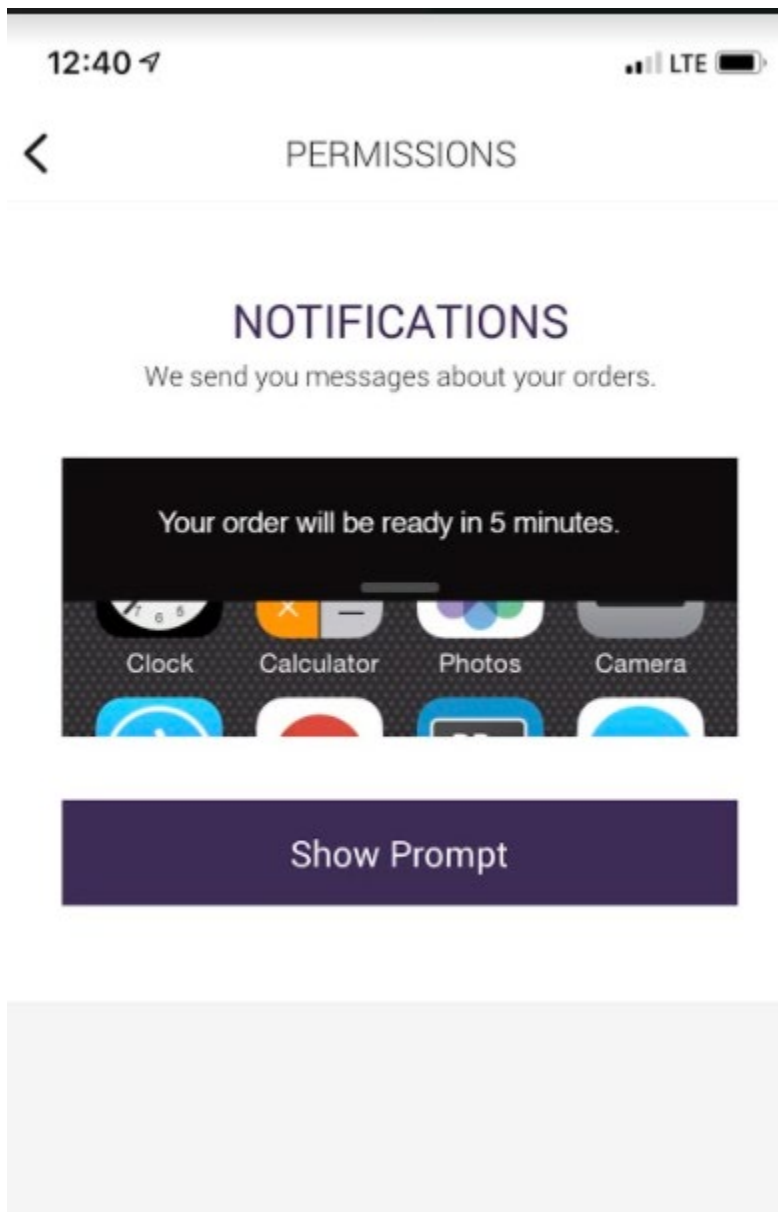
< CREATE ACCOUNT ?

 First Name Last Name

 Email Address

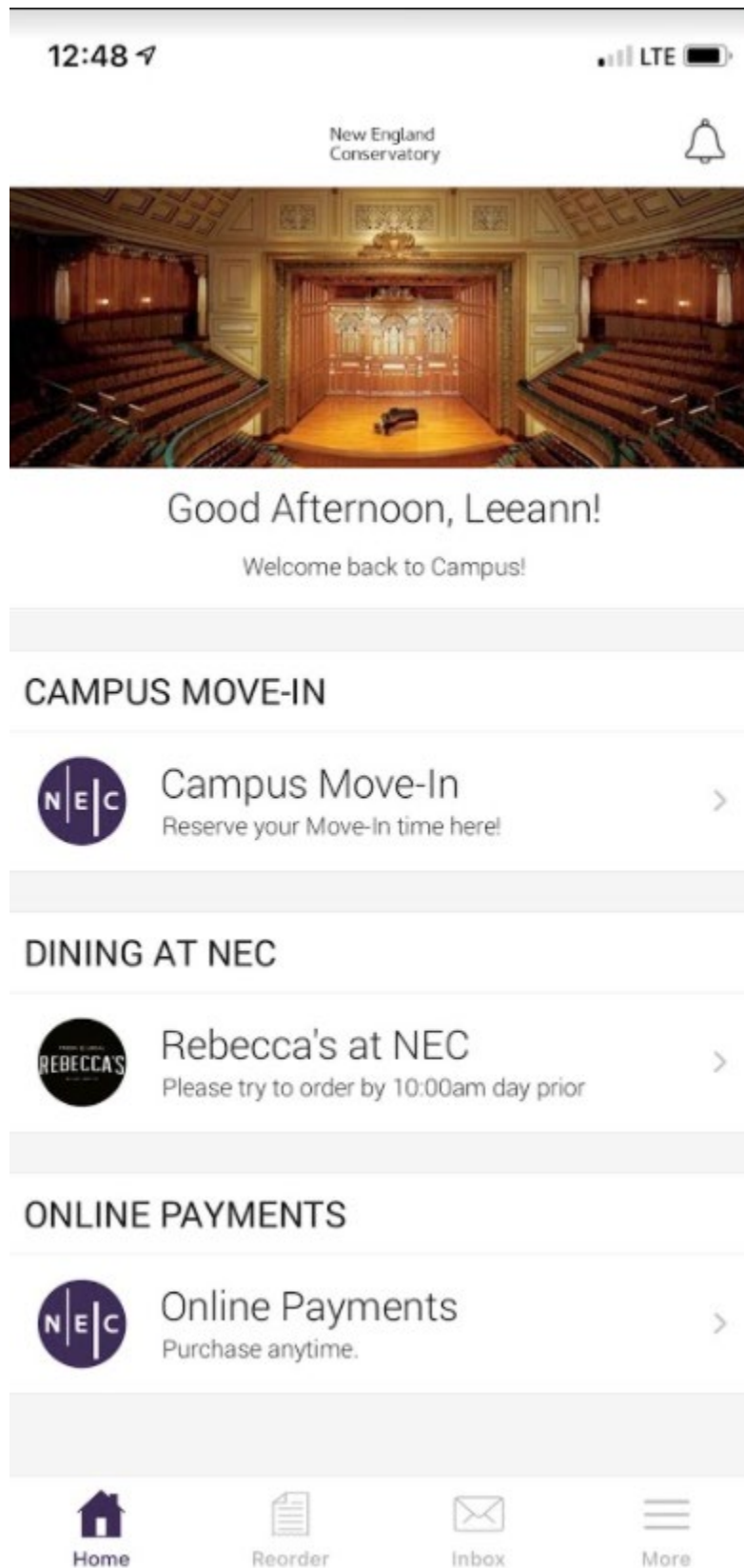
 Password

7. After you complete your profile, you are ready to place your order.



How to Place an Order

1. Select Online Payments



2. Select the item you would like to purchase.

2:06

LTE

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ONLINE PAYMENTS

Q

HUMAN RESOURCES

COLLEGE COMMENCEMENT

Browse by Department

HUMAN RESOURCES

Red Socks Tickets August 26 2021

\$13.00 >

75 available

COLLEGE COMMENCEMENT

Commencement Souvenir Regalia Ship...

\$50.00 >

RESIDENCE LIFE AND HOUSING

On-Campus Housing Waitlist Pre-Paym...

\$300.00 >

FACILITIES

Key Deposit

\$40.00 >

CHECKOUT

3. Checkout and review your order.

2:06

LTE

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ONLINE PAYMENTS

Q

HUMAN RESOURCES

COLLEGE COMM

Browse by Department

HUMAN RESOURCES

Red Socks Tickets August 26 2021

\$13.00 >

75 available

COLLEGE COMMENCEMENT

Commencement Souvenir Regalia Ship...

\$50.00 >

RESIDENCE LIFE AND HOUSING

On-Campus Housing Waitlist Pre-Paym...

\$300.00 >

FACILITIES

Key Deposit

\$40.00 >

CHECKOUT


4. Confirm your order

2:09

LTE

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CONFIRM ORDER



Online Payments
Online Payments

Red Socks Tickets August 26 2021

\$13.00 >


Subtotal

\$13.00

Tax

-

Total \$13.00



Add Payment Method

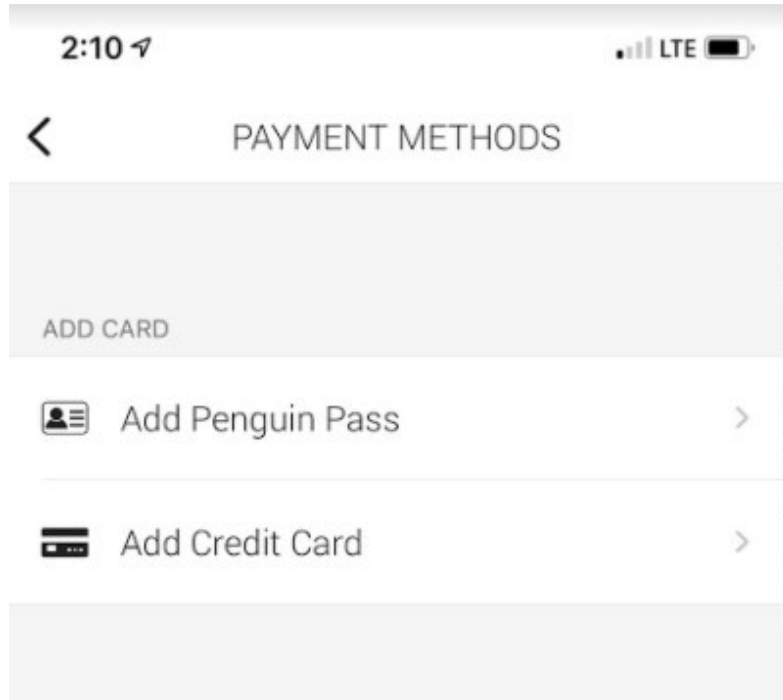
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PAY \$13.00

5. Select Penguin Pass



6. Select Add Credit card



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

The screenshot shows a mobile app interface for adding a credit card. At the top, the status bar shows 'Metro by T-Mobile', '2:28 PM', and '67%' battery. The app header has a back arrow, 'ADD CREDIT CARD', and a help icon. Below the header is a blurred image of a credit card. The form includes: 'Amount: \$1.00 (USD)', 'Card Number:*' (text field), 'Name On Card:*' (text field), 'Expiry Date:*' (MM and YY dropdowns), 'CVC:' (text field with a 'What is this?' link), 'Billing Information' section with 'Name:*', 'Address:*', 'Postal Code:*', 'Country:' (set to 'UNITED STATES'), and 'Phone Number:*'. At the bottom are 'Cancel Payment' and 'Submit' buttons.

8. You will receive a receipt within the app and also via email.
9. When you pick up your item, present your receipt on your phone.