

# TRANSACT

## 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.

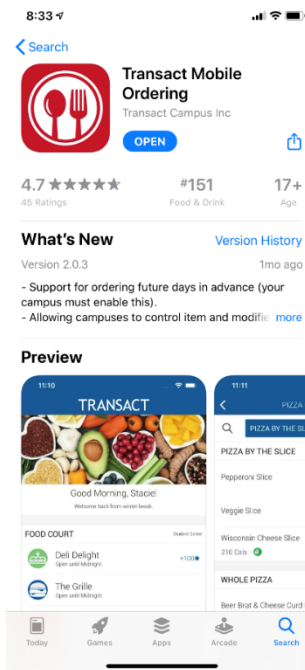


Fig. 1

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.

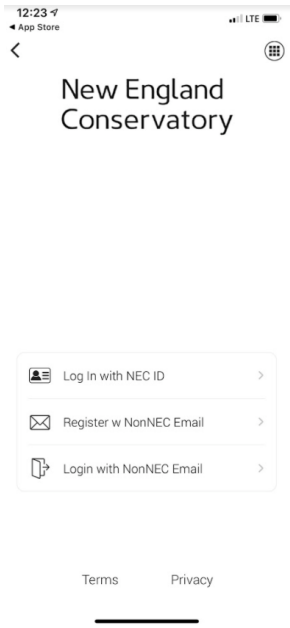


Fig. 3

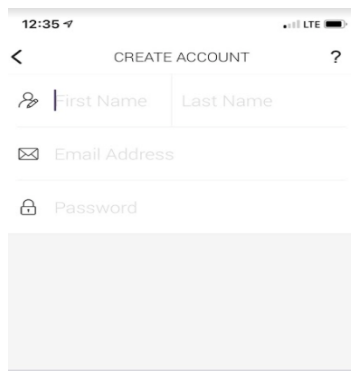


Fig. 4

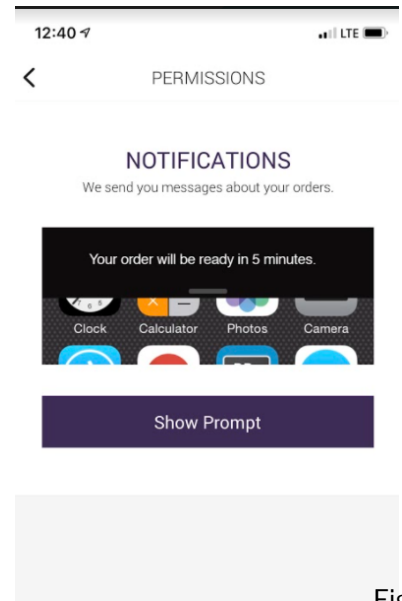


Fig. 5

## PLACING AN ORDER

1. Select Online Payments

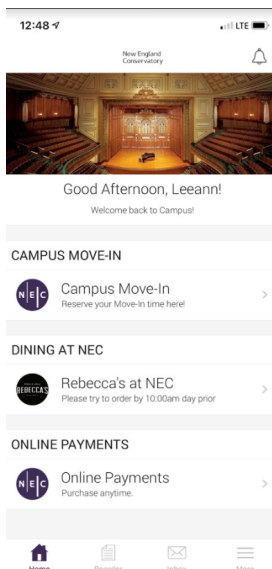


Fig. 6

- Browse “Entrepreneurial Musicianship” and select the corresponding subscription:  
**\*Only select institutional if you are wishing to purchase a subscription for your entire institution.**
- Click “Add to Order” to add the subscription to your cart.

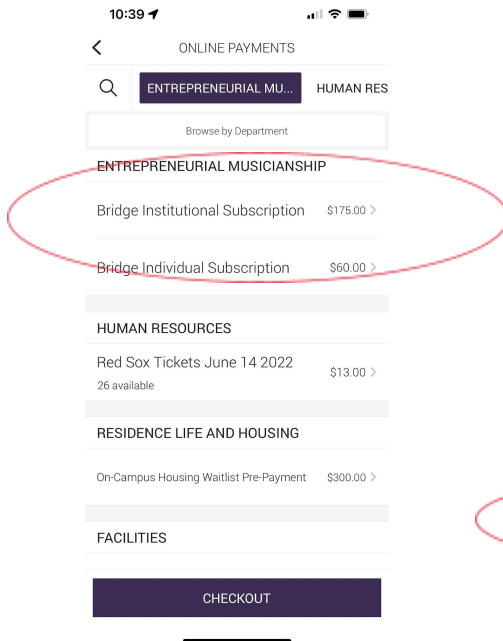


Fig. 7

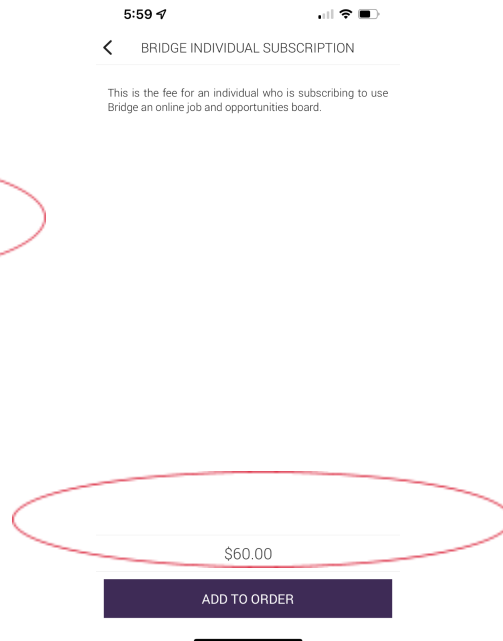


Fig. 8

- Review and then confirm your order by selecting “Checkout”
- To pay, select Penguin Pass and then “Add Credit Card”

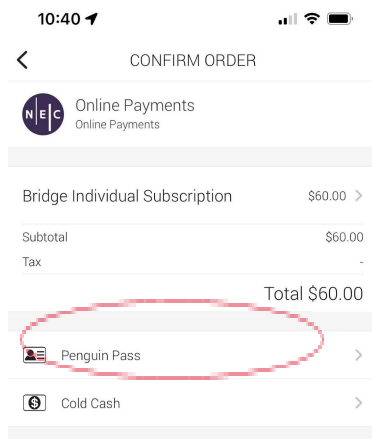


Fig. 9

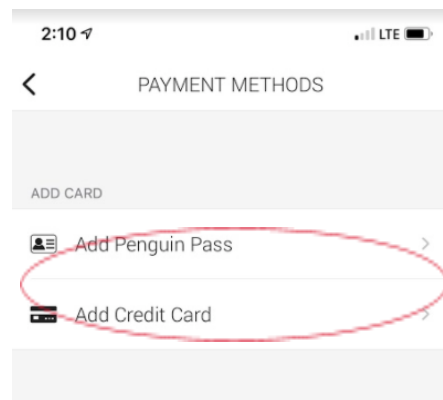




Fig. 10

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



6:03   

< ADD CREDIT CARD ?



Amount: \$1.00 (USD)

Card Number:\*

Name On Card:\*

Expiry Date:\* MM  YY

CVC:  What is this?

Billing Information

Name:\*

Address:\*

Postal Code:\*

Country: UNITED STATES

Phone Number:\*

Cancel Payment Submit

Use of this site for deposit transactions implies consent to all terms and conditions of your agreement with the institution concerning your stored value account data. Please contact your program administrator.

Fig. 11

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 [bridge@necmusic.edu](mailto:bridge@necmusic.edu) for further assistance.