



Instructions to register and pay for your student's trip to Washington, DC with Walsh Middle School.

Our online system is designed for you to purchase your student's tour and the optional trip cancellation insurance online. You can view their tentative itinerary, what is included on their tour, and view the optional trip cancellation insurance coverage.

Your school has its' own unique **Tour Number**. This unique number **AEW6320** will allow you access to your student's tour information.

1. Visit our web site at www.destunl.com starting Sept. 27 and no later than Nov. 15 to register.
2. Go to the "**My Trip**" link.
3. Enter the **Tour Number** (case sensitive)
4. Select "**New Customer**" and complete the security code screen
5. Enter the required information, create a password (something you will remember), complete the security code screen and enter "create account".
6. After your account is created you will see a link "**Click here to shop**" This will take you to the area to purchase your tour. If you return to the site and "My trip" in the future you would select the "recognize me" link and enter your email address and password.
7. On the tour and insurance page you can view details, see information and pricing. To purchase the tour select "**Add to cart**" you can then view additional detailed information by selecting "**click here**" in the description area. When ready to purchase select "**Add to cart**" again in the upper right hand area.
8. You will now be asked to enter the traveler's first and last name. Please enter your student's full name (not nicknames).
9. If you want to purchase the optional trip protection please select "**continue shopping**" and follow the same procedure as purchasing the tour. (The trip protection plan can only be purchased at the time of trip purchase)
10. Select "**checkout**"
11. Please read the terms and select "**Agree to purchase**"
12. Enter your credit card information. Accepted credit cards are MasterCard, Visa and Discover. There is not a promotion code.
13. You have a **choice of paying the entire amount at once or you can select the Multi Pay Option**. You must check the box by the multi pay plan to select that option. In this case, your total cost will be divided into 3 equal payments. The first will be charged at the completion of the sale. The next payment will be automatically applied to your credit card 30 days later and the final payment will be 60 days after the initial purchase. PLEASE MAKE SURE THAT YOUR CREDIT CARD HAS A VALID THRU DATE THAT ENCOMPASSES THE TWO ADDITIONAL PAYMENTS. And remember when your bill comes that you have a recurring charge from Destinations Unlimited for 2 more months.
14. Select "**Continue**"
15. Review your order and finalize your purchase.
16. You will be able to print a receipt. In addition, a receipt is emailed to you along with the tour inclusions and tentative itinerary. If you purchase the trip insurance the policy benefit information will also be attached in that email.
17. Note: If you have more than one student participating, you may select continue shopping and purchase another tour for the other student.

We sincerely appreciate the trust and confidence that your school has placed in us by selecting us to operate your student's tour to Washington, DC. We hope that they enjoy their tour.