

How to make Partial Payments for Wake SHIP Housing

1. Visit our [Wake SHIP Registration Portal](#)
2. Click “ALREADY REGISTERED”
3. Log in with your email address and confirmation number.
4. Click the “SUBMIT PAYMENT” button
5. Enter Credit Card information
6. Specify the amount applied until total amount toward the balance is reached.

For example, if you would like to pay \$100.00 toward the balance:

APPLY THE PAYMENT TO YOUR ORDER

You only need to enter amounts if you are making a partial payment. If you are making a full payment, it will automatically cover the total amount due for all items.

Fee Name	Fee	Qty	Amt Ordered	Amt Received	Amt Due	Amt Applied
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	23.50
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	23.50
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	23.50
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	23.50
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	6.00

OR if your sponsoring company is paying for a portion of your nightly rate, and the remaining balance per night is your responsibility to pay, enter the amount you are responsible for under amount applied and your sponsoring company will be billed for the remainder.

Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	10.00
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	10.00
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	10.00
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	10.00
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	10.00
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	10.00
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	10.00
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	10.00
Private Room Shared Bath	\$23.50	1	\$23.50	\$0.00	\$23.50	10.00
Total Amount:			\$1,433.50	\$0.00	\$1,433.50	

7. Submit Payment.