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](#)

   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.

   ![Apply the Payment to Your Order](#)

7. Submit Payment.