### **Housing Reservation Instructions**

1. Go to dewv.edu and scroll down to the footer at the bottom, under "resources" select "eMarketplace"



2. For dorm reservations, select "explore" under payment forms



3. Select the store named "Augusta Summer 25' - Dorm Reservations"



4. Select the resident hall you would like to make a reservation for Please Note: Presidential Center is only available from July 20<sup>th</sup> to July 26<sup>th</sup>

Davis&ElkinsColle	ege 🔍 🛛 🗸 Search Davis & Ell	kins Payment forms Q	A User
Davis & Elkins Marketpl Thank you for visiting Davis & Elkins Marketplac	ACE e. We're adding new features on a regular basis to r	nake your experience fast, and easy.	
	Augusta Sur Home / PAYMENT FO	mmer 25' - Dorm Reservations RMS / Augusta Summer 25' - Dorm Reservations	
			DISPLAY 10 v SORT BY Most Recent v
Presidential Center	Camper Spots	Tent Spots	Allen Hall
Roxanna Booth Hall			

5. Fill out the form accordingly and select "submit" to complete your payment

Davis <mark>&amp;</mark> Elkins(	College All - Search Davis & Elkins Payment forms Q	A User
	CONTACT INFORMATION	
	* First Name	
	* Last Name	
	* Email Address	
	DOPM INFORMATION	
	* Select Your Dorm Room	
	Weeks	
	Week 1	
	Availability: Unavailable	
	Total: \$0.00	
	Submit	

6. Review the item in the cart, agree to the terms of service and click "checkout".

Davis & Elkins Marketp Thank you for visiting Davis & Elkins Marketplac	lace ce. We're adding new features on a regular basi	is to make your experience fast, and e	asy.			
		Shopping cart				
Cart	>> Address	Payment »	\$= Confirm	»	Complete	»
REMOVE IMAGE PRODUCT(5)		<b>PRICE QTY. DISC</b> \$600.00 1 -	DUNT SUB- TOTAL	Description Sub-Total: Tax:		Fee(\$) \$600.00 Calculated at checkout.
Edr				Total:	th the terms of service and y Read CHECKOUT	\$600.00

7. Address – Enter your billing address and click "next".

ENTER BILLI	NG ADDRESS
First name: *	Last name: *
First name	Last name
Email: *	
Email	
Address 1: *	
Address 1	
Address 2:	
Address 2	
Country: *	State / province: *
Select country v	Select state v
City: *	Zip / postal code: *
City	Zip / postal code
Phone number: *	
Phone number	
N	ext

### Augusta Summer Program

8. Payment – Select your payment method and click "next".

		Select payment   Home / Select payment	method nt method		
Cart	> Address	Payment	<b>\$</b> ≫ Confirm	> Complete	»
		ORDER SUMM.	ARY		
IAGE PRODUCT(S)		PRICE QTY. DISCOUNT	SUB- TOTAL WY WYH	Description Sub-Total:	Fee(\$ \$600.0
Allen Hall		\$600.00 1	\$600.00 \$42.00 \$36.00	WV 7%:	\$42.0
				WVH 6%:	\$36.0
				Total:	\$678.0
				0	
<u>ш</u>		Chase Payment (\$16.95)		Elavon	
heckout using ACH		Checkout using Chase		Pay By Credit Card Via Elavon	

9. Confirm – Make your payment by selecting "pay now".

avis & Elkins Marketplace ank you for visiting Davis & Elkins Marketplace. We're adding new features on	a regular basis to make your experience fast, and easy.	
	Confirm your order Home / Confirm your order	
Cart X Address	>     >       Payment     >       Confirm     >       Complete	»
MAGE PRODUCT(S)	PRICE QTV. DISCOUNT SUB- TOTAL VV VVH Sub-Total:	Fee(\$) \$600.00
Allen Hall Show more	\$600.00 1 \$600.00 \$42.00 \$36.00 WV 7%: WVH 6%:	\$42.00 \$36.00
	Convenience Fee (2.5%):	\$16.95
	Total:	\$694.95
BILLING ADDRESS Josie Ta Email: josle@hogwarts.edu Phone: 6476182203 4 Privet Drive Little Whinging,Rhode Island,M4G1C United States of America		
PAYMENT Psyment Method: Elavon Payment		
	PAY NOW	

# 10. Enter your payment details

# For ACH Payments

				ORI	DER SUMN	MARY				
IMAGE	PRODUCT(S)		PRICE	<b>Q</b> TY.	DISCOUNT	SUB- TOTAL	wv	WVH	Description Sub-Total:	Fee(\$) \$600.00
È	Allen Hall Show more		\$600.00	1		\$600.00	\$42.00	\$36.00	WV 7%: WVH 6%:	\$42.00 \$36.00
									Total:	\$678.00
YOUR IN YOUR ST Pay to the order of Memo	ANE RECE LOORESS V, STATE 12345 NO SUNTRUST SUNTRUST ROOT LOLV: 1234	e+1910 Date Booming Bo	S Detan A E		CONTINUE		plug che plug	ins.paym ins.paym	ents.ach.ababankaccounttype: ents.ach.abaroutingnumber: ents.ach.accountnumber:	~

# For Credit Card Payments

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### 11. Complete - Your order has been successfully processed



Augusta Summer Program