

# Step-by-Step TAPIF Payment Process

1. Complete your TAPIF application on the Submittable platform.
2. Once you submit your application, you will receive an email containing payment instructions. The subject of the email will be “TAPIF Payment Due for [your name]”.
3. Click the link labeled “CLICK HERE” within the payment instructions email.
4. On the webpage that appears, verify that the name and email address in the pop-up window are yours. If they are correct, click “Yes, this is me - Continue”. If they are incorrect, an error has occurred, and you should contact the TAPIF team at [tapif@villa-albertine.org](mailto:tapif@villa-albertine.org).
5. Fill in the first and last name and email address of the person who will pay for the application. For your convenience, the system will automatically fill in the details of the applicant on this screen. If someone other than the applicant is paying, they must put their contact information on this screen for it to be correctly recorded and displayed in our systems.
6. Read the Terms of Service, then check the box to agree to them and click “Submit Payment” to continue.
7. On the payment details screen, fill in the credit card number, expiration date, and card number code, as well as billing address associated with the card. The name of the person paying, provided on the previous screen, will be filled in for you.
8. Click “Pay” once you are ready to complete the payment. Your card will be charged immediately. The amount due for the 2025-2026 season is \$149.00 USD.
9. On the “Thank you for your payment” screen, click “Continue” to return to the payment portal.
10. On the “Payment Successful” screen in the payment portal, you will see the option to print or download a copy of the receipt. The applicant will receive a payment confirmation email from Submittable. The payer will receive a payment confirmation email from our payment provider.