

# CHA EASY PAYMENT PLAN

Once you register for a CHA tour and have paid your tour deposit, you will have the option to establish a payment plan, giving you the convenience of paying off your tour balance in automatic, monthly installments using a credit card of your choice. Enjoy peace of mind knowing your tour will be paid off on time, avoiding any late fees.

## 1 - Log into Your CHA Tour Account:

Once you've enrolled on a CHA tour, it's easy to set up your payment plan at [www.cha-tours.com](http://www.cha-tours.com). Click **Login** at the top, right-hand side of CHA's homepage or **Tour Account Login** located further down the page (see screen image at right). To log in, you will need to enter your group number and your unique tour account code which can be found on the top, right-hand side of your CHA Tour Account Statement (mailed to you after you enroll).

## 2 - Review Your Payment Plan Options:

Once logged into your tour account, click on the **Manage Payments** tab (see screen image at right) where you will find the **Set Up Payment Plan** button. Click this button to learn more about setting up a payment plan. Based on the final payment deadline for your tour, we will divide up your remaining tour balance into monthly installments. You will be asked to review your proposed payment schedule before agreeing to the plan.

## 3 - Finalize Your Payment Plan:

If you agree with the payment schedule and would like to continue, you will be asked for the details of the credit card that you will be using for payments. Once your payment plan setup is complete, you'll receive a confirmation screen along with an email to the email address you provide us. To see your payment plan in action, you can return to the **Manage Payments** tab to view all of your future scheduled payments listed under **Pending Online Payments**.

**You are required to pay your \$95 Registration Fee and \$400 Tour Deposit before setting up a payment plan.**

- Once you set up your plan, you can cancel it at any time by contacting us in writing by email to [info@cha-tours.com](mailto:info@cha-tours.com). If you cancel your plan, you'll be responsible for paying the remaining balance by your applicable payment-in-full deadline date.
- Please understand that if your Total Tour Cost changes from the time you set up your payment plan due to a change in your tour or travel dates, or if you add or remove any tour services, an additional payment may be required or a refund may be issued.

**Questions? Contact CHA at 1-800-323-4466.**

