

How To Pay for Enso Center Items and Manage Your Account Online

1. Go to the following site:
<https://clients.mindbodyonline.com/ASP/home.asp?studioid=9247>
2. Along the top of the page are 4 tabs labeled “**MY INFO**”, “**CLASSES**”, “**ENSO CENTER WEBSITE**”, and “**ONLINE STORE**”.
3. Click “**ONLINE STORE**”.
4. Immediately below the 4 tabs are the following choices: “**Products**”, “**Services**”, “**Account Payments**” and “**Shopping Cart**”.
5. The “**Products**” and “**Services**” tabs contain all of the items you can pay for online. For example: Enso Center merchandise, Promotion Test Fees, Enso Games Fees, Upcoming Workshops or Seminars, Summer Camps and cash donations to Enso Center.
6. If you don’t see the item you are looking for in the “**Products**” tab, check the “**Services**” tab.
7. Click ‘Add to cart’ in either the “**Products**” or “**Services**” tab to pay for that item.
8. Click ‘Add to cart’ in ‘**Account Payments**’ to pay off an outstanding balance on your account (or to put money onto your account for future use). Click “**MY INFO**” then “**Account**” and then scroll to “**Account Information**” for your account balance – if you owe money the amount will be shown inside ().
9. Once you have filled your Online Shopping Cart, click the “**CHECK OUT**” button near the bottom of the page.
10. Go to the section in this document called “**Final Steps**”.

Final Steps:

1. Once you have clicked on the “**CHECK OUT**” button, a box will appear on top of your shopping cart. The box will say “**Create a login to check out**” at the top. Unless you have previously created an account, you will need to create one. You’ll do that in the box on the right hand side where it says “**New to our site?**”
2. Enter your first and last name in the boxes. Click the “**Next**” button. You will be taken to the **Find Account** screen. **IMPORTANT: If you are an existing student of Enso Center, it is likely that the system will find an account that matches the first and last name you entered. Please select and verify if this account is yours as you want the login you are creating to match the information already in the system.** If not, click on **Create a new account**.
3. You will be taken to the **Create an Account** screen. First select your country in the Country drop-down menu. Then enter all the remaining information under Contact Information. Only the fields with asterisks (“*”) are required.
4. Next fill out your email address and a password. You will have to confirm the password by entering it twice. This will be the login information you can use to login to your account at any future time.
5. Next, click on the “**Create Account**” button.
6. You will be taken back to your Shopping Cart where you can review the order total. If you ordered something that needs to be shipped, please email contact@ensocenter.org or call 425.869.0276 to arrange for shipping.
7. Next, click the “**CHECK OUT**” button.
8. You will be taken to the **Check Out / Place Order Screen**. You will see your order summary. Under **Billing Information** you need to enter your credit card information. Under **Email**, enter the email address that allows the system to contact you. This email address will also be used to email you your receipt for your purchases.
9. Finally, click the “**PLACE ORDER**” button.
10. The system will process your transaction and you will be FINISHED!