



CARIBBEAN JUDICIARIES IN A CHANGING WORLD

7th Biennial Conference | Oct 27-29 | Royalton Saint Lucia

Conference Online Payment Portal Step-by-Step Instructions

Please make sure to read all the steps in this document before proceeding to pay

STEP 1 – PAYMENT DETAILS

WiPay

The Caribbean Association of Judicial Officers

https://tt.wipay2.me/the_caribbean_association_of_judicial_officers

\$500.00 USD

Please select how the Transaction Fee should be applied*:
Deducted from above amount

conference@thecajo.org

Individual Early Bird Conference Fee

Next

*(Transaction Fee: No Fee!)

Upon clicking the link to reach the payment platform, ensure you do the following:

1. Enter the fee you are required to pay. This amount will be indicated to you in the email you receive with the payment link or in your confirmation email.

2. Set the currency to **USD**.

3. Set Transaction Fee to be “Deducted from above amount”. This ensures that you do not pay additional transaction fees.

4. Include your email address. This ensures that your receipt will be sent to you email.

5. Indicate payment/fee type. For example, Individual Early Bird or Individual +1 Special Discounted.

6. Click “Next” to proceed.

STEP 2 – PAYMENT TYPE

The image shows a payment interface for WiPay. At the top, the WiPay logo is displayed. Below it, a white box contains the text "Total Due: \$500.00 USD". Underneath, a section titled "Before proceeding, please select your Card Type:" contains two large buttons: one for VISA and one for mastercard. Below these buttons is a blue button labeled "CONTINUE PAYMENT". At the bottom, there is a line of text: "If you encounter any problems, you may contact your Merchant or [WiPay Support](#) for assistance." followed by logos for VISA SECURE, mastercard ID Check, Kount (with the tagline "BOOBY SALES. BEAT FRAUD."), and POWERED BY FIRST ATLANTIC COMMERCE.

6. Select the payment type you are using. The payment platform allows you to pay using either a Visa or MasterCard Credit Card.

7. After selecting your payment type, click "Continue Payment".

STEP 3 – CREDIT CARD DETAILS



The image shows a WiPay payment form with a dark blue background. At the top center is the WiPay logo. Below it, a white box displays "Total Due: \$500.00 USD". The form is divided into two main sections. The left section contains fields for "Card Number (VISA)" (with masked digits and a camera icon), "Expiry Date (MM/YY)" (with masked digits), "Security Code (CVV2)" (with masked digits and an information icon), "First Name" (Required), "Last Name" (Required), "Telephone" (with a country code dropdown set to "+1" and a number "201-555-0123"), and "Email" (with the address "conference@thecajo.org"). The right section contains fields for "Country" (United States), "Street Address" (Required), "Apartment, Suite, Floor, etc." (Optional), "City" (Required), "State/Region" (Required with a dropdown arrow), and "Zip/Postal Code" (00000). At the bottom of the form is a large blue button labeled "CONFIRM PAYMENT".

8. Input your Credit Card details.

NOTE: Once you have clicked confirm payment per the final step below, please do not close off your browser or navigate to a different page until the request result has been completed and shows the outcome of your transaction.

If you experience any issues, please contact your Merchant or WiPay. You can also let us know so we can assist as best as possible.

9. Click "Confirm Payment" to complete the transaction. Email a copy of your receipt to conference@thecajo.org.