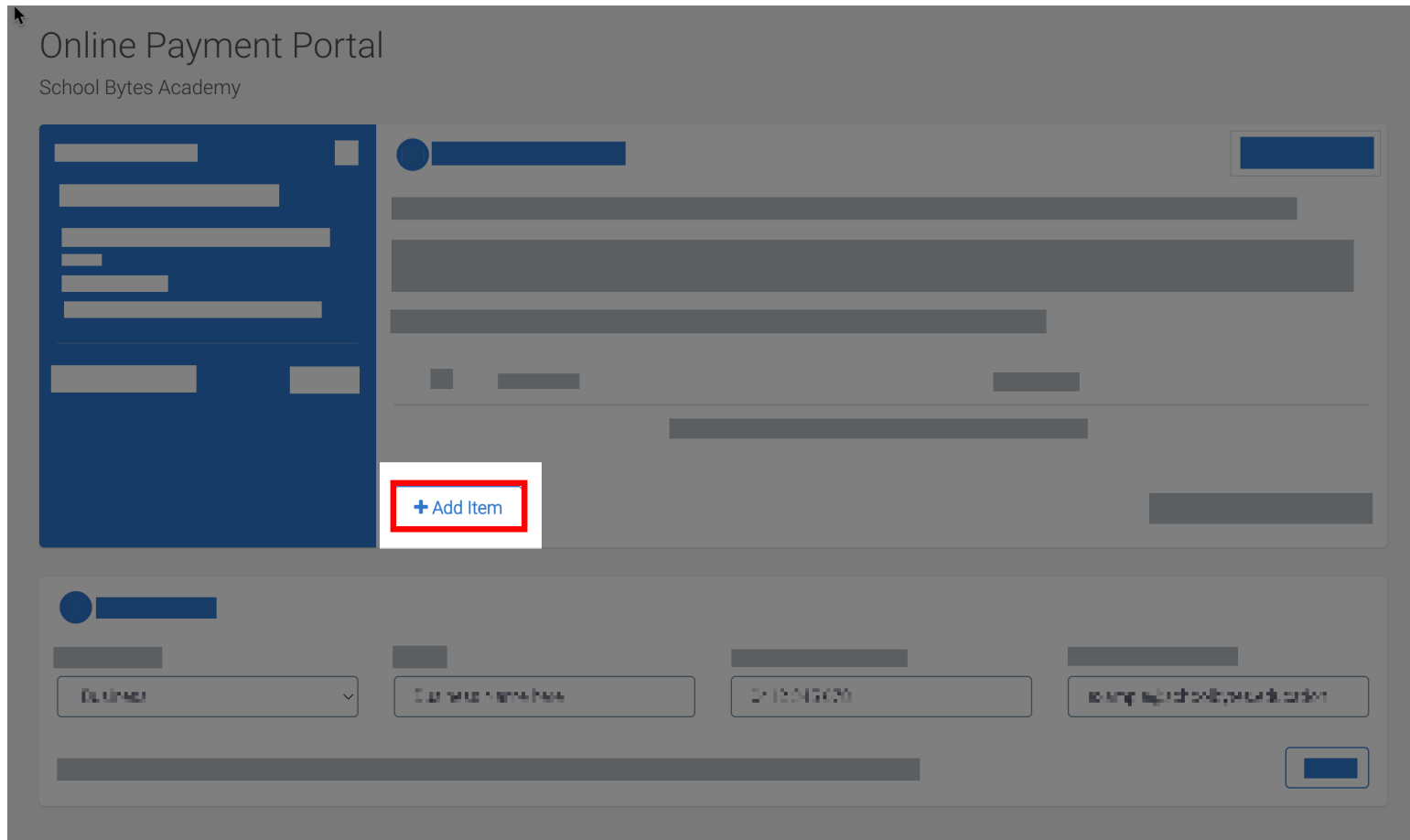# How to make a payment for CAPA auditions
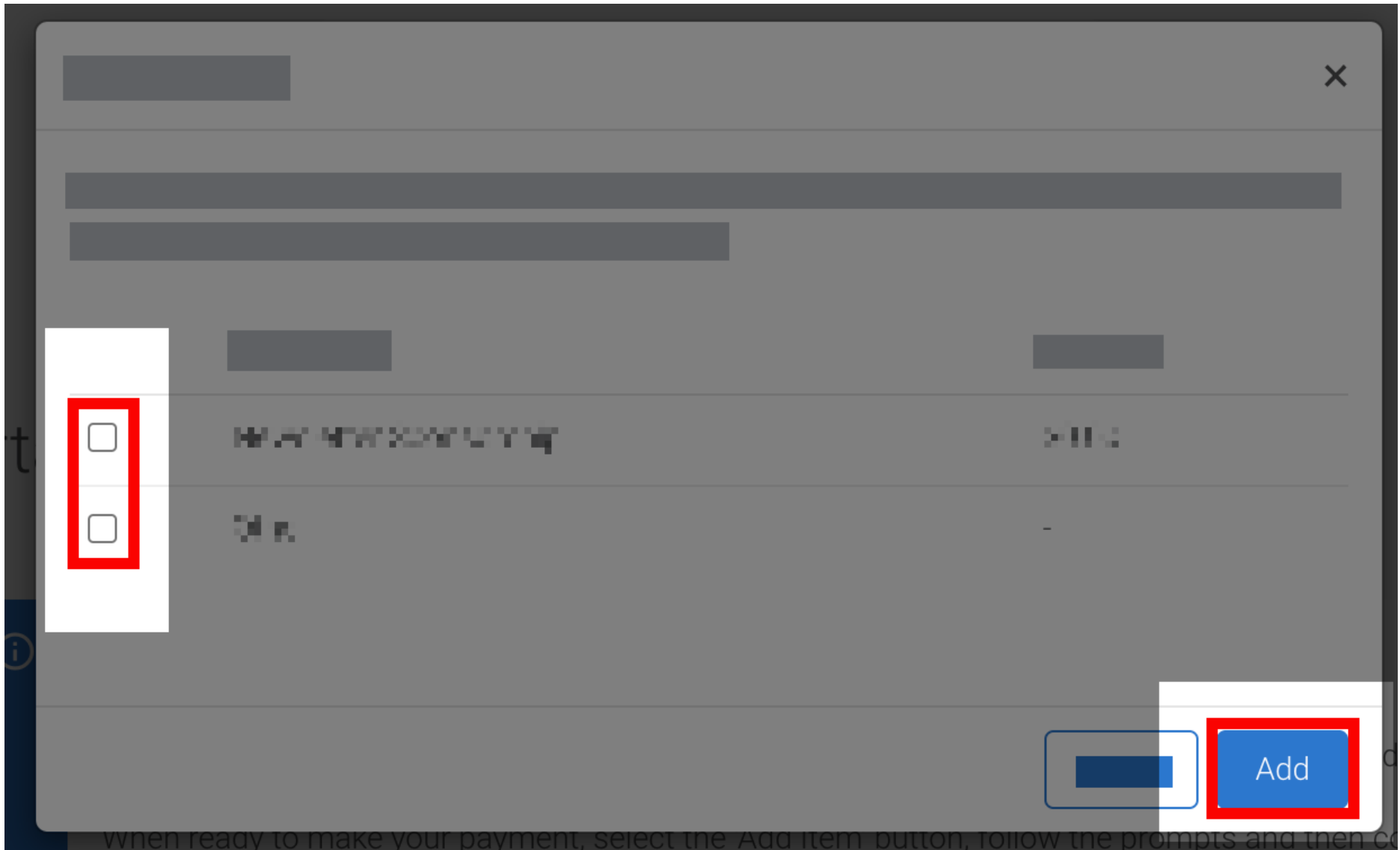
## Detailed steps

**1. From the payment portal, select the add item button.**

# How to make a payment for CAPA auditions

**2. Select the item then, select add.**

# How to make a payment for CAPA auditions

## 3. Confirm the amount.

The amount can be adjusted if needed by clicking into the amount field and editing the value.

# How to make a payment for CAPA auditions

**4. Enter the payer details.**

# How to make a payment for CAPA auditions

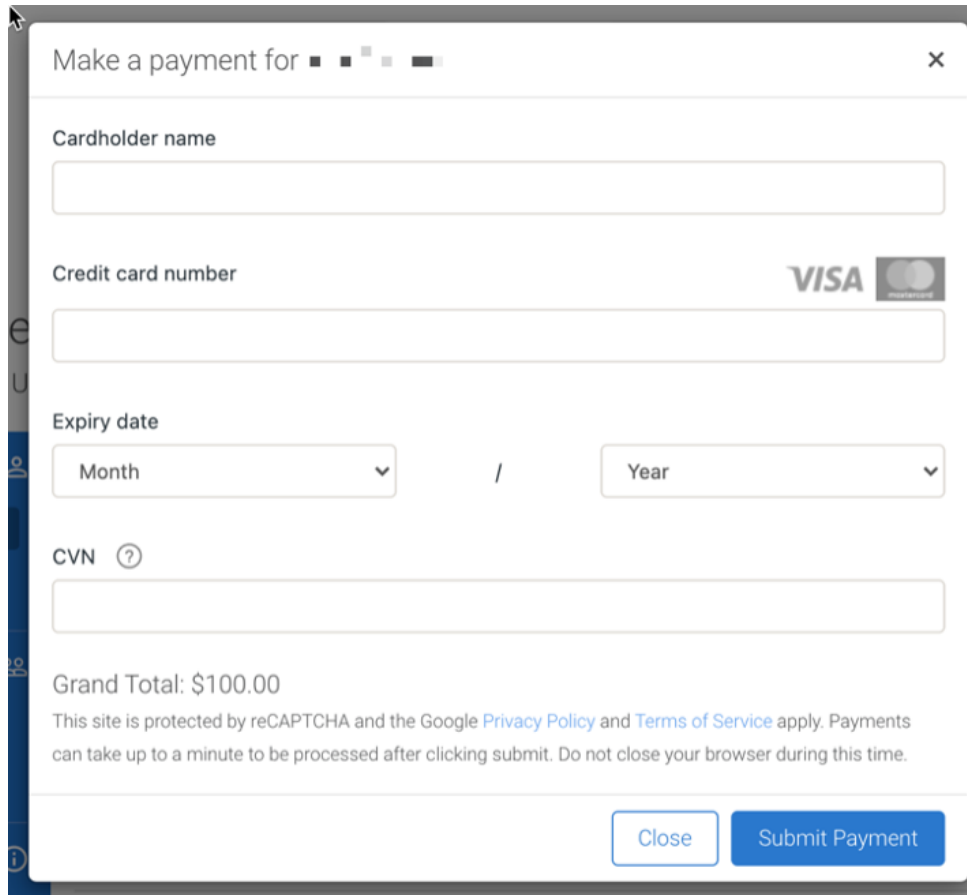**5. Select next.**

# How to make a payment for CAPA auditions

**6. Enter the payment details in the secure make a payment page and select submit payment.**



**Further assistance**
If you have any questions relating to this article, please contact the school.

# How to make a payment for CAPA auditions