

Using **regonline** for Berkeley Law Events

This flyer explains how to establish a web page to accept credit card payments for registration and other event-related fees. Options used previously, such as ePay and Brown Paper Tickets, are no longer permitted under campus data stewardship and billing/payment policies. Contact Business Services via a message to orders@law.berkeley.edu for assistance with options for handling credit card information by phone and for accepting non-event related payments.

Requesting a **regonline** sub-account

Billing and Payment Services, a department within the campus Controller's Office, has established a master account for the UC Berkeley campus with this vendor. "Sub-accounts" on this master account can be established for Berkeley Law clinics, centers, and departments upon request. To request a sub-account, send this information to Business Services via orders@law.berkeley.edu:

- Clinic, center, or department name
- Chartstring to receive the RegOnline.com processing fees
- Chartstring to receive the registration fee revenue
- Name, address, phone and e-mail information for the "primary contact" and other users of your sub-account

Processing fees

These fees will be paid by University credit card and distributed to the chartstring(s) you designate:

- **Registration pricing option 1** - \$3 per-registration fee and a \$95 per-event fee
- **Registration pricing option 2** - \$4.50 per-registration fee and no per-event fee

Consider the cost of these options when determining an appropriate price for your individual event registration fees. Thanks to a purchasing agreement negotiated by UCOP with this vendor, the following fees have been eliminated for UC Berkeley: \$100 one-time fee to establish a sub-account and credit card merchant fees of 2-5% per transaction.

Establishing your sub-account

Business Services will quickly send an e-mail message to the vendor with your sub-account information, technical instructions identifying the CyberSource "merchant gateway" that will receive electronic transmissions of your payment data, and a credit card fee payment guarantee. When your sub-account has been created, you will receive an e-mail confirmation directly from the vendor's Support Team with your access information and links to a Quick Start Guide and other new-user resources. You have the ability to create as many registration pages as needed to manage multiple events on your sub-account.

Learning to create a registration web page

Here are three options for mastering this process:

1. Independent learners can take advantage of the many "how to" videos available on the vendor's website.
2. Independent learners can use the hardcopy short cuts developed by Business Services and available on the Forms and Flyers website.
3. Card Program Administrator **Jeff Kent** is available by appointment to provide a hands-on demonstration for individuals and groups who prefer a greater degree of support to create their first registration web page.

Receiving your registration revenue

Registration fee payment data is transmitted electronically to Billing and Payment Services via the campus "merchant gateway." When Berkeley Law payment data is included in a transmission, an e-mail is generated by the Campus Deposit System (CDS) and sent directly to Business Services. A member of the Business Services team then retrieves this data and prepares a deposit in CDS to distribute this revenue to the chartstring(s) you have designated. You can independently track revenue and run a variety of management reports from the event registration web page.

Reviewing your processing fee statements

This vendor issues monthly invoices for registration transaction fees, based on the pricing option(s) you selected for your event(s). The individual designated as the primary contact for each sub-account will have an opportunity to review monthly invoices before the vendor processes the automatic University credit card payment. Each separate registration web page generates an itemized invoice for that event. University credit card charges will be distributed monthly by Business Services to the chartstring you have designated.

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