

PAYMENTS & CHECK STATEMENTS

Payments are bi-weekly and end every other Sunday at midnight; checks will be mailed out the following Wednesday for the amount of registrations processed through our system during that 2 week time period.

View Pay Period dates:

1. Go to www.active.com/explorer
2. Type in your username and password, click log in
3. When the page refreshes go to the “Select Listing ->” drop down bar located in the top left – pull the bar down to select which listing you would like to access
4. Go to the *Payment Summary* folder
5. At the top of the page select the payment period (from the pull down bar) and click "Submit"
6. This report will show you the amount that is included in the check: it includes total amount paid, number of registrations included in the payment period, Change Data Summary and Refund Summary.

To associate payment with registrations:

1. Go to www.active.com/explorer
2. Type in your username and password, click log in
3. When the page refreshes go to the “Select Listing ->” drop down bar located in the top left – pull the bar down to select which listing you would like to access
4. Go to the *Print Registrations* folder
5. This will give you a quick printable page with all of your participants, the date they registered and how much they paid.
6. You can select to view all participants that registered within that specific payment period dates.
7. These options can be changed at the top of the page in the *filter* box.
 - a. Change the date range to match the specific payment period
 - b. click on the “submit filters” button in the middle of the page
8. Now your list shows all registrants included in this specific payment period. Scroll to the top of the page and click the “print this page” button