

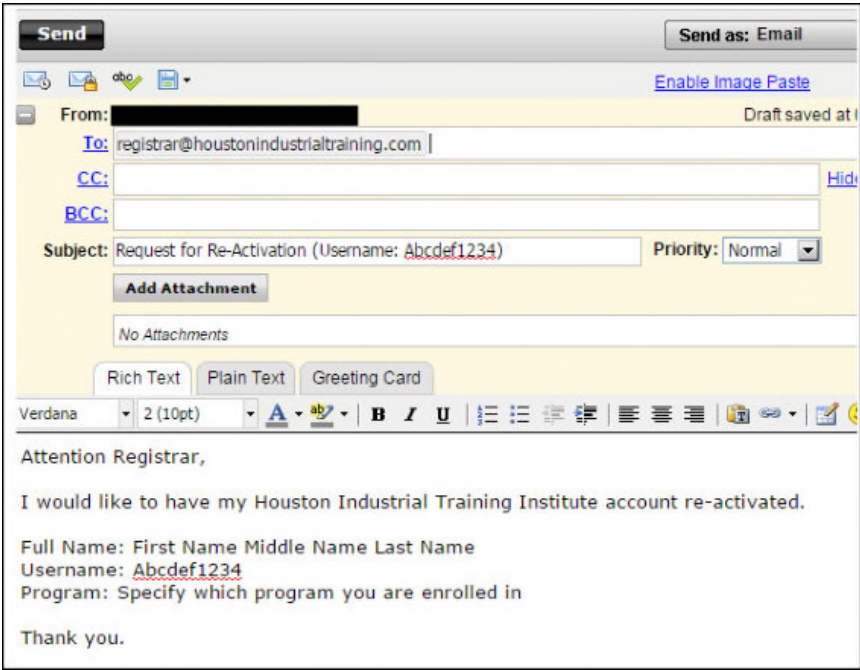
How & When to Use the Special Services Option

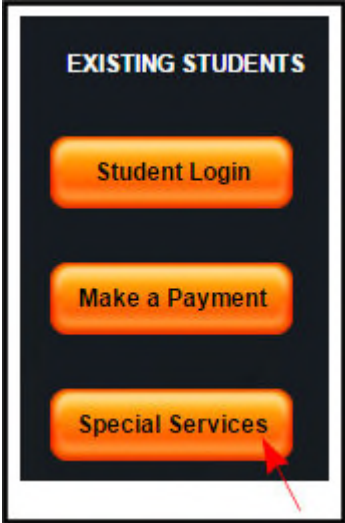
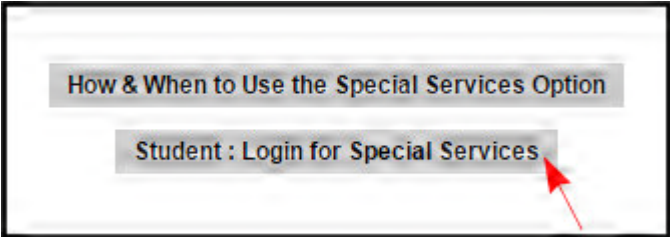
Special Services can be used for the following:

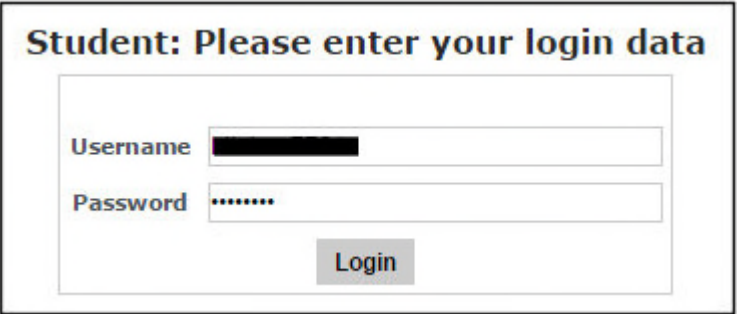
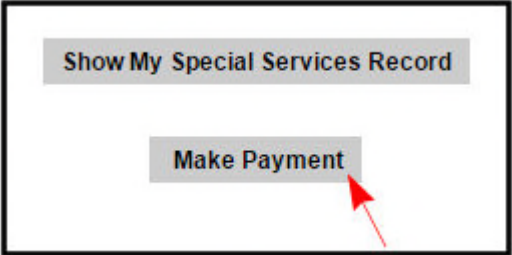
- Re-activation of your account
- Payment of any administrative fees required by the Registrar

Steps for how to use the Special Services Option are as follows:

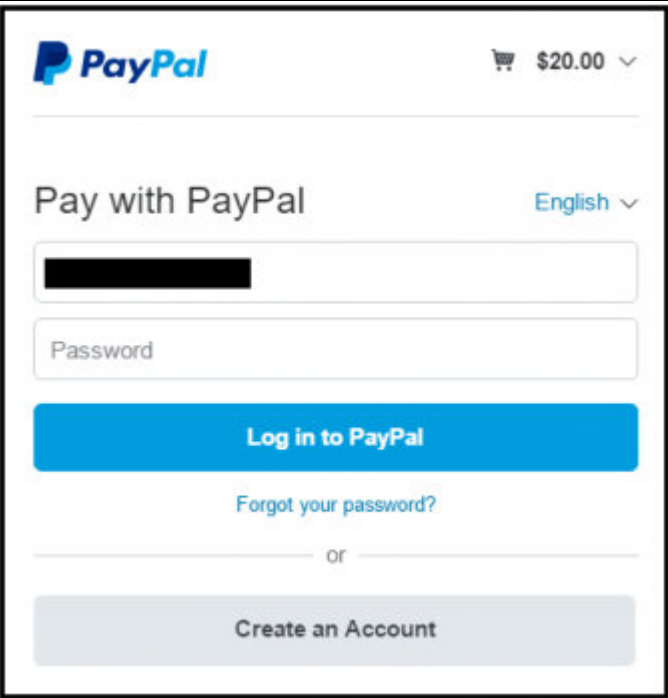
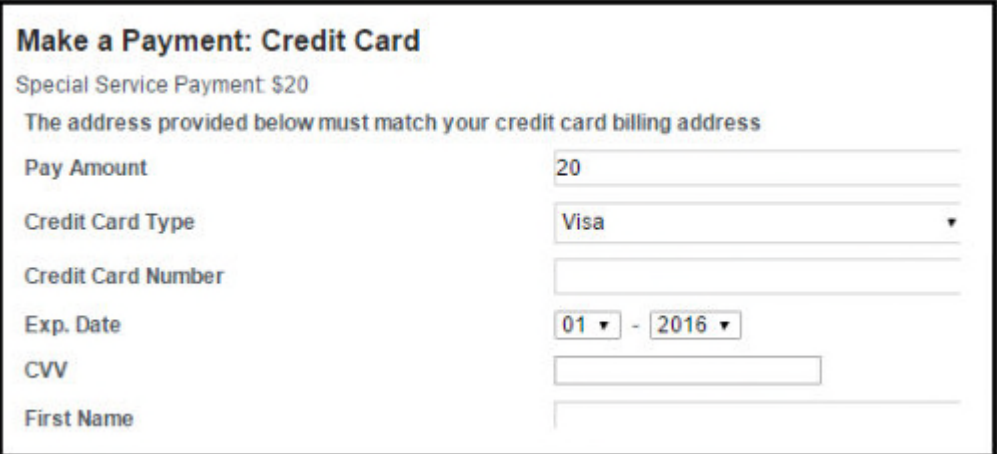
1. Email the Registrar at registrar@houstonindustrialtraining.com. The attributes that your email should include are shown on the right hand.



<p>2. The Registrar will respond to you and specify the amount that you owe for re-activation.</p>	
<p>3. To pay the re-activation amount specified by the registrar, you need to use the Special Services option.</p> <p>Click on the Special Services button located on the left hand side of the Homepage under the Existing Students section.</p>	 <p>The image shows a dark rectangular box with the text 'EXISTING STUDENTS' at the top. Below it are three orange buttons with white text: 'Student Login', 'Make a Payment', and 'Special Services'. A red arrow points to the 'Special Services' button.</p>
<p>4. Click on "Student: Login for Special Services"</p>	 <p>The image shows a light gray rectangular box containing two items. The top item is 'How & When to Use the Special Services Option'. The bottom item is 'Student : Login for Special Services', which is highlighted with a red arrow.</p>
<p>5. Login using your Username and Password.</p>	

	
<p>6. Click on the “Make Payment” button.</p>	
<p>7. On the Special Services page, please enter:</p> <ul style="list-style-type: none">a. the payment amount requested by the Registrarb. the reason for your payment (example, re-activation fees)c. select a payment option	

	<p>Special Services</p> <p>To make a payment using special services, please use one of the following payment options.</p> <p>Please also enter the reason for your payment in the "Reason for payment" field. For example, if you are paying to re-activate your activation fees for username Abcdef1234."</p> <p><u>Payment Options</u></p> <p>Please choose one of the following options:</p> <p>Pay with PayPal. Please click this button to be re-directed to the Paypal site and pay using your Paypal account.</p> <p>Pay with Credit Card. Please click this button to pay with a credit card.</p> <p>Pay with Money Order or Certified Check. Please click this button to pay with a money order or certified check.</p> <p>Payment Amount <input type="text" value="20"/> USD</p> <p>Reason for payment: <input type="text" value="Re-activation for username Abcdef1234"/></p> <p><input type="button" value="Pay with PayPal"/> <input type="button" value="Pay with Credit Card"/> <input type="button" value="Pay with Money Order or Check"/></p>
<p>8. If you select Pay with Paypal, you will be re-directed to the Paypal site where you can enter your account information and make the payment.</p>	

	
<p>9. If you select Pay with Credit Card, you will be brought to the Make a Payment with Credit Card page, where you can enter credit card information and make the payment.</p>	

<p>10. If you select Pay with Money Order or Check, you will be given detailed instructions on how to pay your dues using either a money order or certified check.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Making Payments via Money Order or Certified Check</p> <p>Pay with Money Order or Certified Check- Your money order or certified check should be payable to "Houston Industrial Training Institute, #998, Las Vegas, NV, USA, 89108." Please note that we do not accept personal checks.</p> <p>If you are using this option for monthly installments- please ensure that you allow enough time for your payment to clear.</p> <p style="text-align: right;">Exit</p> </div>
<p>11. Once your payment has been processed and the administrative procedures are complete, you will receive an email from the Registrar stating that your account has been re-activated.</p>	