



## Affiliate Manager – Processing Payments for Team Member Licenses

1. Login to the ProReg Affiliate Manager: <https://licensemanager.amaproracing.com/Dashboard/TeamDashboard>
2. Using the menu on the left, click **Payment**:

The screenshot shows the ProReg Affiliate Management dashboard. The header includes the ProReg logo and 'AFFILIATE MANAGEMENT' with a 'Bright Mode' toggle. The user 'Gene Crouch' is logged in. The left sidebar contains a menu with 'Payment' highlighted in a yellow box. The main content area is titled 'Manage Payments' and features a 'Make New Payment' button. Below the title are tabs for 'Paid' and 'Pending'. A table with columns for '#', 'Series', 'Team Name', 'Date', 'Amount', 'Type', and 'Status' is present, but it is empty with the message 'No payment to display'.

3. To see what Licenses are Pending Payment, click **Pending**:

The screenshot shows the ProReg Affiliate Management dashboard. The 'Manage Payments' page has the 'Pending' tab selected and highlighted in a yellow box. The table below displays two pending payments:

Series	Team Name	Member Name	License	Amount	Status
AMA Pro Motocross	AMA Pro Racing	Joe Tester	AMA Pro Motocross - Rider License	\$515.00	Pending
AMA Supercross	Troy Lee Designs Red Bull GasGas	Jorge Prado	AMA Supercross - 450SX Rider License	\$515.00	Pending

4. To make a payment, click **Make New Payment**:

The screenshot shows the ProReg Affiliate Management dashboard. The 'Manage Payments' page has the 'Make New Payment' button highlighted in a yellow box. The 'Pending' tab is selected, and the table from the previous screenshot is visible.

5. Use the Team dropdown to select the Affiliate which the License is assigned to:

PROREG AFFILIATE MANAGEMENT

Gene Crouch

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License Management

Payment Form

Team: Select Affiliate

Payment Type: Credit Card

Send Payment

<input type="checkbox"/>	Member Name	License	License Price	Service Fee	Credential	Credential Price	Total Price	Adjustment	Net Price
No member available.									

6. Select Payment Type, check the boxes next to each of the Licenses that you would like to process payment for and click **Send Payment**:

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License Management

Payment Form

Team: Troy Lee Designs Red Bull GasGas

Payment Type: Credit Card

Send Payment

<input type="checkbox"/>	Member Name	License	License Price	Service Fee	Credential	Credential Price	Total Price	Adjustment	Net Price
<input checked="" type="checkbox"/>	Jorge Prado	AMA Supercross - 450SX Rider License	\$500.00	\$15.00	NONE	\$0.00	\$515.00	\$0.00	\$515.00

7. Insert the Credit Card number, expiration date and CVV2, then click the **Pay** button.

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License Management

Payment Form

Team: Troy Lee Designs Red Bull GasGas

Payment Type: Credit Card

Send Payment

VISA

Card Number \*

Card Number is required

Expiration Date(MMY) \*

CVV2 \*

Pay 515.00 USD

<input checked="" type="checkbox"/>	Member Name	License	License Price	Service Fee	Credential	Credential Price	Total Price	Adjustment	Net Price
<input checked="" type="checkbox"/>	Jorge Prado	AMA Supercross - 450SX Rider License	\$500.00	\$15.00	NONE	\$0.00	\$515.00	\$0.00	\$515.00