

Dear Fr. Anselm,

Thank you for enrolling for CHA's Castles of Germany tour from Cleveland with the requested departure date of April 18, 2019. Your group is now able to enroll for your tour online on our website at [www.cha-tours.com](http://www.cha-tours.com)<<http://www.cha-tours.com>>.

Below you'll find instructions for enrolling online. We are also listing instructions for both you and your participants to use to log on to CHA's Tour Account Center where you can monitor your group's enrollments and payments and where participants can view their accounts, make payments, and more. Please keep these instructions handy for future reference.

#### FOR PARTICIPANTS OR CO-COUNSELORS TO ENROLL ONLINE:

- 1) Visit CHA's website at: [www.cha-tours.com](http://www.cha-tours.com)<<http://www.cha-tours.com>>.
- 2) Click on ENROLL on the top right-hand side of the homepage or ENROLL ONLINE in the right center portion of the homepage.
- 3) Click on PARTICIPANT or CO-COUNSELOR ONLINE APPLICATION.
- 4) Enter your GROUP ACCESS CODE: 1922S41219. If you get an error, re-enter the code.
- 5) Follow the screen instructions to complete the application and make a credit card payment.
- 6) The participant will receive a confirmation of the tour enrollment by e-mail. After the enrollment has been processed, CHA will also send out a detailed Tour Account Statement by mail listing the GROUP NUMBER and the participant's unique, six-digit alphanumeric TOUR ACCOUNT CODE. These two codes are needed for a participant to access CHA's online Tour Account Center to check balances, make credit card payments, etc.

#### FOR YOU TO ACCESS CHA'S TOUR ACCOUNT CENTER:

- 1) Visit CHA's website at [www.cha-tours.com](http://www.cha-tours.com)<<http://www.cha-tours.com>>.
- 2) Click on LOG IN on the top right-hand side of the homepage or ACCOUNT LOG IN located in the blue box in the right, center portion of the homepage.
- 3) Enter your GROUP NUMBER: 1922
- 4) Enter your TOUR ACCOUNT CODE: ZUPKAJ70008284019.
- 5) Click on LOG IN. If you get an error logging in, click the BACK button and start over. You will be able to view information about everyone in your group, but your participants will only have access to their own individual account information.

#### FOR PARTICIPANT ACCESS TO CHA'S TOUR ACCOUNT CENTER

- 1) Visit CHA's website at [www.cha-tours.com](http://www.cha-tours.com)<<http://www.cha-tours.com>>.
- 2) Click on LOG IN on the top right-hand side of the homepage or ACCOUNT LOG IN located in the blue box in the right, center portion of the homepage.
- 3) Enter your GROUP NUMBER: 1922.
- 4) Enter your TOUR ACCOUNT CODE. A unique six-digit alphanumeric tour account code is assigned to each participant including co-counselors and is printed on the Tour Account Statement mailed to the individual upon enrollment.
- 5) Click on LOG IN. If you get an error logging in, click the BACK button and start over