

[INSTRUCTIONS ON HOW TO ACCESS YOUR GOLF TRIP ONLINE](#)

IMPORTANT: IN ORDER FOR YOUR GROUP MEMBERS TO MAKE PAYMENTS ON-LINE OR ACCESS ANY PART OF THE TRIP ON-LINE, WE HAVE TO HAVE THEM LISTED AS A GROUP MEMBER ON YOUR OUTING AND HAVE THEIR FIRST NAME, LAST NAME AND EMAIL ADDRESS ON FILE.

1. Cut and past the following link into your browser <https://reservations.pamsgolfoc.com/res/> or visit pamsgolfoc.com and click on the on-line payments banner at the top right corner of the screen
2. If this is the first time you are accessing your account, **enter the email address we have on file** and **click the (Here)** Link under the Forgot Your Password Section.

The screenshot shows the login page with two main sections: 'Existing Customers' and 'Create a New Account'. The 'Existing Customers' section contains instructions for different user types and two input fields: 'Email Address/IATA' and 'Password'. A 'Sign In' button is located at the bottom left. A link for 'Forgot Your Password?' is highlighted in yellow.

3. A message will appear saying that A Password has been sent to the Email you entered. Access your email and look for an email from reservations@pamsgolfoc.com

This screenshot shows the same login page as the previous one, but with a yellow message box in the center: "A Password has been sent to UserID/Email, 'sjkerstetter@gmail.com'. Please use the email address associated with this account to finish the password reset process." The 'Email Address/IATA' field now contains the email address 'sjkerstetter@gmail.com'.

4. Open the email you received and copy the password listed in the reset email into Password Box and select SIGN IN.

This screenshot shows the login page with the 'Sign In' button highlighted in yellow. The 'Password' field now contains a series of asterisks, indicating that a password has been entered. The 'Email Address/IATA' field remains 'sjkerstetter@gmail.com'.

5. Once you are in the on-line system, select change Email or Password and create a new password for your account. Enter in the old and new passwords and click SAVE CHANGES.

My Account

Welcome SANDRA TEST! Logout

Personal Information		Travel Credits											
SANDRA TEST 226 ANY STREET BERLIN, MD 21811 US Phone: 302-436-4303 Mobile Phone: 443-411-2222 Account ID: 2622 Email: sjkerstetter@gmail.com Edit Contact Info Change Email or Password Manage Subscriptions		<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Status</th> <th>Expiration</th> </tr> </thead> <tbody> <tr> <td colspan="4">(No Travel Credits Found)</td> </tr> </tbody> </table>				Description	Amount	Status	Expiration	(No Travel Credits Found)			
Description	Amount	Status	Expiration										
(No Travel Credits Found)													

Click a reservation number to view your reservation

My Reservations

Reservation	Product	Passengers	Booked On	Departure	Status	Final Payment
#1937	Pam's OC Stay and Play Golf Getaways	4	09 Jan 16	11 Apr 16	Active	12 Mar 16

Change Email/Password

Please enter your new information.
 If you would not like to change your password, you may enter the same password in the New Password fields.
 Be sure to click the Save button to save these changes.

New Email	<input type="text" value="sjkerstetter@gmail.com"/>
Old Password	<input type="password" value="*****"/>
New Password (6 - 20 char.)	<input type="password" value="*****"/>
Confirm New Password	<input type="password" value="*****"/>

6. **If you have a booked trip with us**, a reservation number for the trip(s) will appear under the **MY RESERVATIONS** section. To Access the trip, **CLICK** on the **RESERVATION NUMBER** of the trip you wish to access.

My Account

Welcome SANDRA TEST! Logout

Personal Information		Travel Credits											
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My Reservations

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7. In Header Area of the package, you will see the general trip information. Deposit Due Date, Balance Due, Final Payment Due Date, # of People on the Trip and the Amount For Each Person's Trip, etc. If you have given us names of the people on your golf trip, then their names will appear under yours.

If you want to update the names of the people on your trip, then you will need to call or email us the person's first name, last name and email address.

Note: You will not be able to add names on-line. For security purposes, the Girls at Pam's will have to do this for you.

Traveler	Price Per Person	Total Due
TEST, SANDRA	\$297.50	
TBA, TEST	\$297.50	
TBA, TBA	\$297.50	
TBA, TBA	\$297.50	

8. **TO MAKE A PAYMENT ON YOUR TRIP:** Select the Payments Link on the left side of the screen and then CLICK ENTER A NEW PAYMENT BUTTON

Date	From/To	Journal	Description	Trans #	Rec Amt
Totals					0.00

9. Use the Drop Down Arrow to Select your Name, Enter in the amount you would like to Pay (**do not include a dollar sign**). Enter in the billing address of the card, **ACCEPT THE TERMS AND CONDITIONS** by clicking the box next to it, then select **CONTINUE**.

10. Enter in your credit card information and click PAY NOW. If you are paying for someone else, then please make a note of the person(persons) you are paying for. **IF THE PAYMENT IS TO BE APPLIED TO ONLY YOU, THEN LEAVE THE DESCRIPTION FIELD BLANK.**

Reservation #1937 (Rev. 2) Quotation Total Price: 1,262.00

Contact	TEST, SANDRA	Travelers	4 Adults	Deposit Due	800.00
Final Payment Date	12 Mar 2016	Deposit Due Date	30 Jan 2016	Total Due	1,262.00
Departure Date	11 Apr 2016	Documents		Brand/Market	POCG / OCM-HTL-GLF
Created	09 Jan 2016 / sandrak	Lead Traveler	TEST, SANDRA		

Order Information * Required Fields

[Shipping and Return Policies](#) Invoice Number:

Description: [REDACTED]

Total: 100.00 (USD)

Payment Information

VISA

Card Number: [REDACTED] * (enter number without spaces or dashes)

Expiration Date: [REDACTED] * (mmyy)

Card Code: [REDACTED] [What's this?](#)

Billing Information

First Name: SANDRA Last Name: TEST

Address: 228 ANY STREET

City: BERLIN

State/Province: MD Zip/Postal Code: 21811

Email: [REDACTED]

11. Once the payment has been approved, you will be redirected back to the payment screen and it will say the payment was successfully applied.

Reservation #1937 (Rev. 2) Active Total Price: 1,262.00

Contact	TEST, SANDRA	Travelers	4 Adults	Total Received	1.00
Final Payment Date	12 Mar 2016	Deposit Date	30 Jan 2016	Total Due	1,261.00
Departure Date	11 Apr 2016	Documents		Brand/Market	POCG / OCM-HTL-GLF
Created	09 Jan 2016 / sandrak	Lead Traveler	TEST, SANDRA		

Payment successfully applied.

[Click to Enter a New Payment](#)

Date	From/To	Journal	Description	Trans #	Rec Amt
14 Jan 2016 14.28	SANDRA TEST	RCC	[RD] PNREF: 7893190186 AUTHCODE: 05125Z XXXX1520	1683 R	1.00
Totals					1.00

[Back to Top](#)

12. You also can print out your itinerary, view the payments that have been made on your package, and once the entire trip is paid in full, you will be able to access your travel documents.

FOR ASSISTANCE, PLEASE CALL 800.472.6722