# How to make a payment

Via the Gateway or by Bank transfer

## **Gateway:**

You can watch a step-by-step video here – <u>How to make a payment on The Gateway</u>

Paying via gateway is the first choice as it automatically assigns it to your gateway within 48 hours.



#### **Billing**

This section will show how much you have paid, how much is left to pay, cost of the Expedition and payment deadlines.



#### Make a Payment

This section is where you will make a payment.

You will need to have your card and check the billing to see what amount is outstanding.

NB Only pay the currency type on the billing (GBP / \$) don't convert it.

#### **Bank Transfer:**

Should you choose to make a payment via bank transfer please ensure you send a proof of payment to your co-ordinator.

Showing Bank name, Bank account number, Amount paid, your name, Reference info, Date paid, recipient details

### **Bank Account Details:**

**Recipient: RALEIGH EXPEDITIONS LIMITED** 

Bank Name: Equals Money UK

Bank Branch: Vintners Place, 68 Upper Thames St, London, EC4V 3BJ, UK

Account name: RALEIGH EXPEDITIONS LIMITED

**Sort code:** 23-18-84

Account number: 35521110

**IBAN:** GB34 SPPV 2318 8435 5211 10

**BIC:** SPPVGB2LXXX

Reference: Venturers / Venturer managers name and surname, Client ID

