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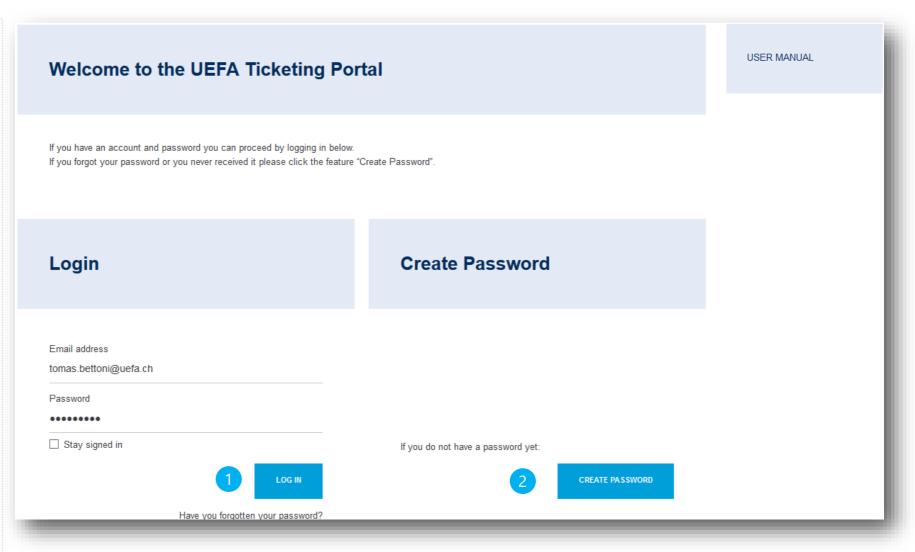
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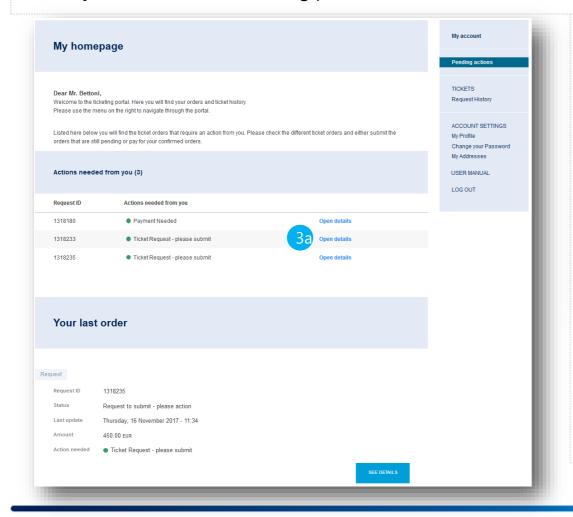
## How to log in to the ticketing portal

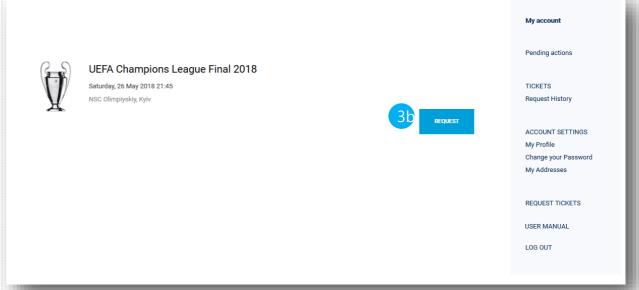
- 1 Log in to the Ticketing Portal with your email address and password (received previously by email)
- 2 If you do not know your password click on 'CREATE PASSWORD' and automatic email will be sent to you with a new password



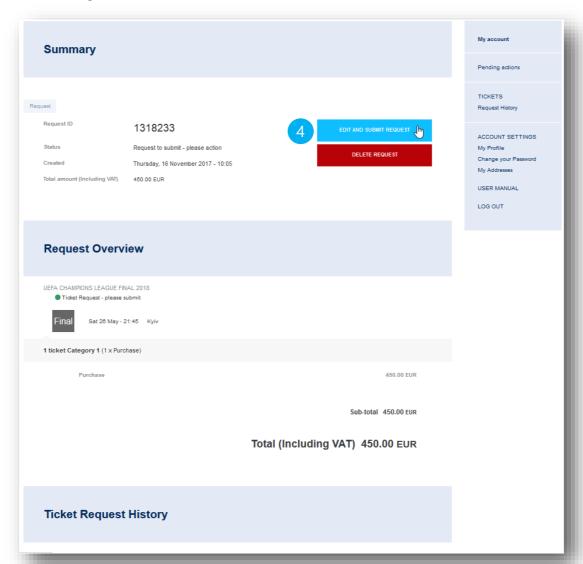
3a If a ticket request has already been created for you, after receiving an email to submit it, click on 'Open details' in the ticketing portal

3b If no request has been created yet, click on "**Request"** and continue with the step 5





4 Click on 'Edit and submit request' to continue



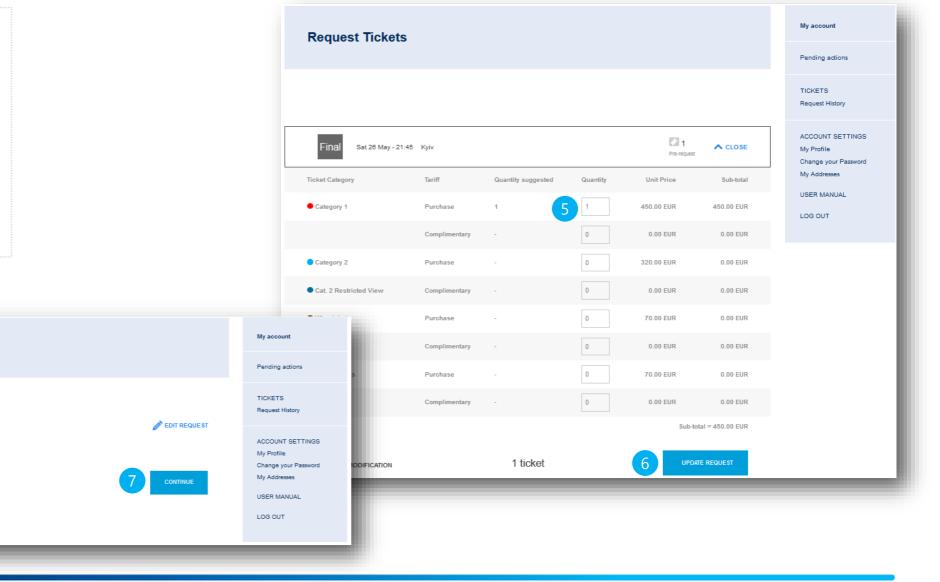
- Modify the quantities of tickets you would like to request
- 6 Click on 'UPDATE REQUEST'
- Click on 'CONTINUE'

**Request summary** 

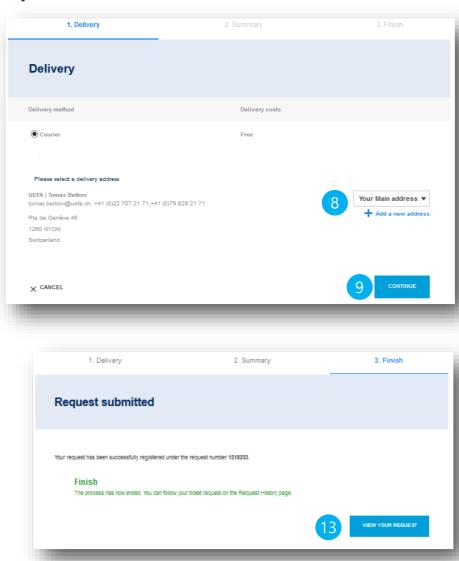
1 ticket for one match

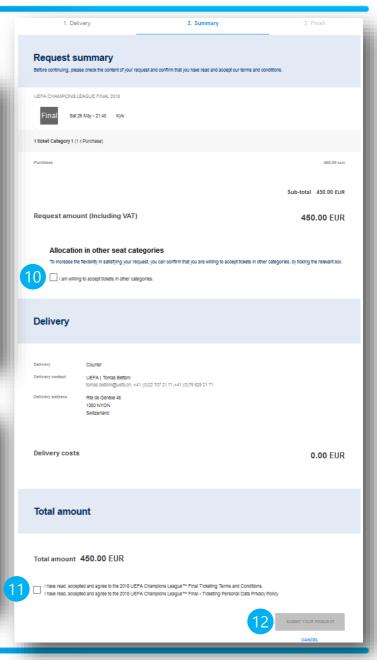
X CANCEL

**UEFA Champions League Final 2018** 



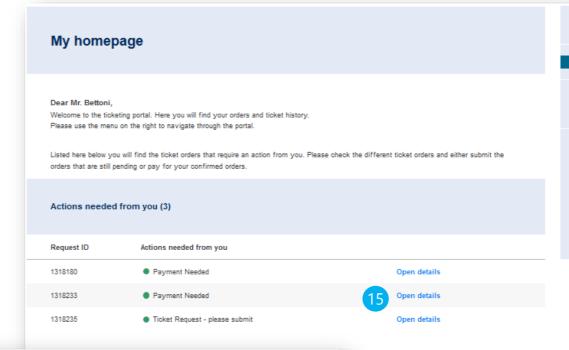
- 8 Check delivery method and delivery address (new address can be added if needed by clicking on 'Add a new address')
- Olick on 'CONTINUE'
- 10 If you want to accept tickets in different categories (in case of no availability in the one you are about to request), tick the checkbox 'I am willing to accept tickets in other categories'
- Read and accept the Terms and Conditions and the Data Privacy Policy.
- Finish the process by clicking 'SUBMIT YOUR REQUEST'
- The system will register your ticket request and confirm the submission (automatic email will be sent to you to inform you that your ticket request was submitted and is awaiting confirmation from UEFA)

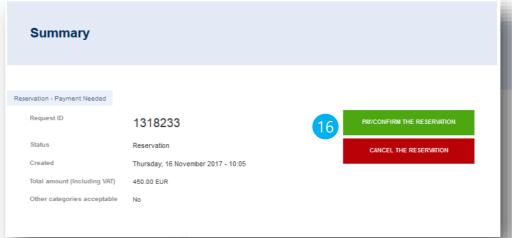




#### How to pay for a ticket reservation?

- Once UEFA confirms your ticket request, you will receive an email with request to login to the ticketing portal to pay for your tickets (in case you have complimentary tickets only, you will receive final confirmation of your order at this point)
- 15 Click on '**Open details**' to open your ticket request details
- 16 Click on 'PAY THE RESERVATION'





My account

Pending actions

TICKETS
Request History

ACCOUNT SETTINGS My Profile

Change your Password My Addresses

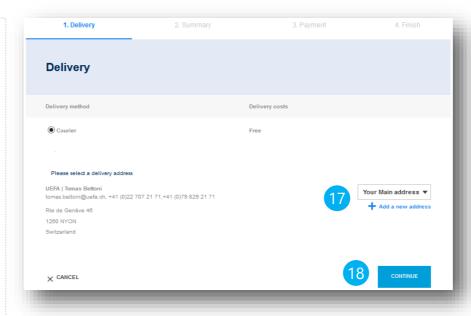
USER MANUAL

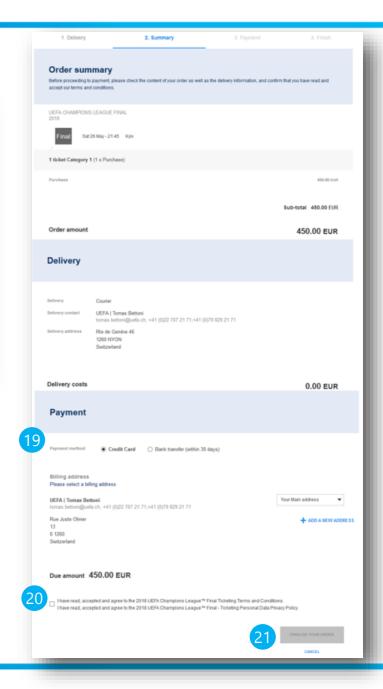
LOG OUT

SEE DETAILS

## How to pay for a ticket reservation?

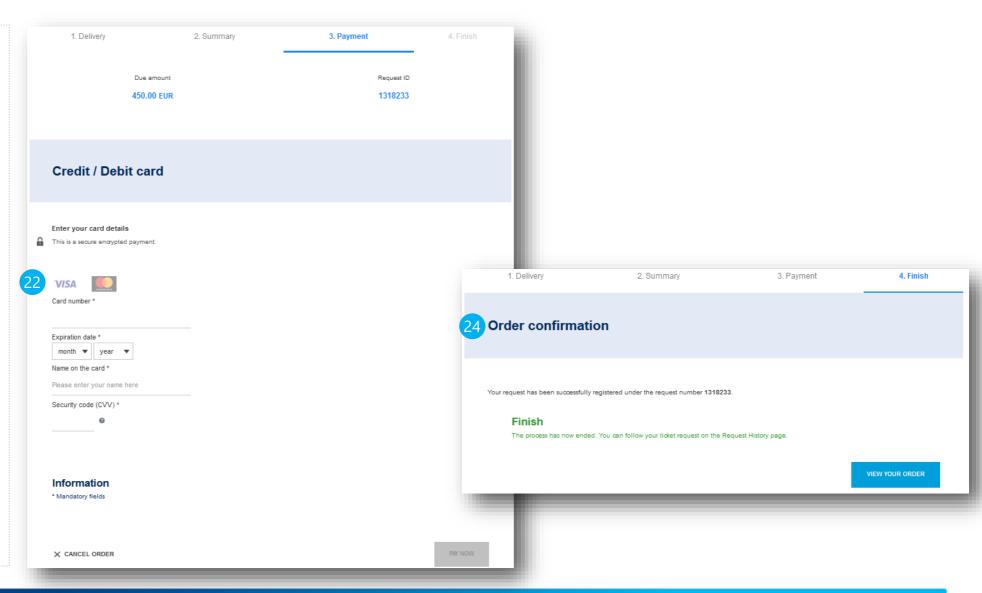
- 17 Check if your delivery address is correct, if needed change it by clicking on 'Add a new address' and select it as your delivery address
- 18 Click on 'CONTINUE'
- 19 Choose a payment method
- 20 Confirm that you have read and agree to the Terms and Conditions
- Click on 'FINALISE YOUR ORDER'





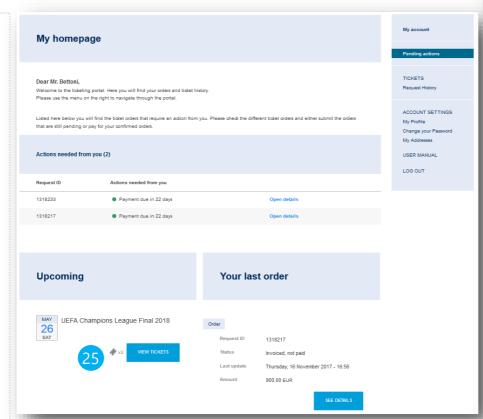
## How to pay for a ticket reservation?

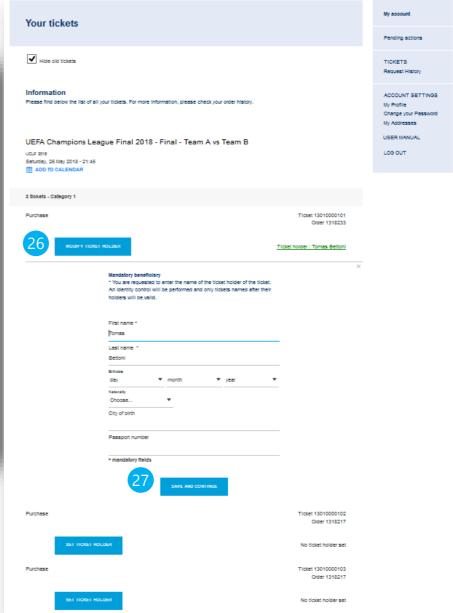
- 22 If you chose payment by credit card, you will be asked to fill in your credit card details, afterwards click on 'PAY NOW'
- 23 If you chose payment by bank transfer, you will receive an email with the invoice with payment instructions
- After UEFA received payment for your ticket order, you will receive an email with the payment confirmation, which is also a final confirmation for your tickets



#### How to set a ticket holder?

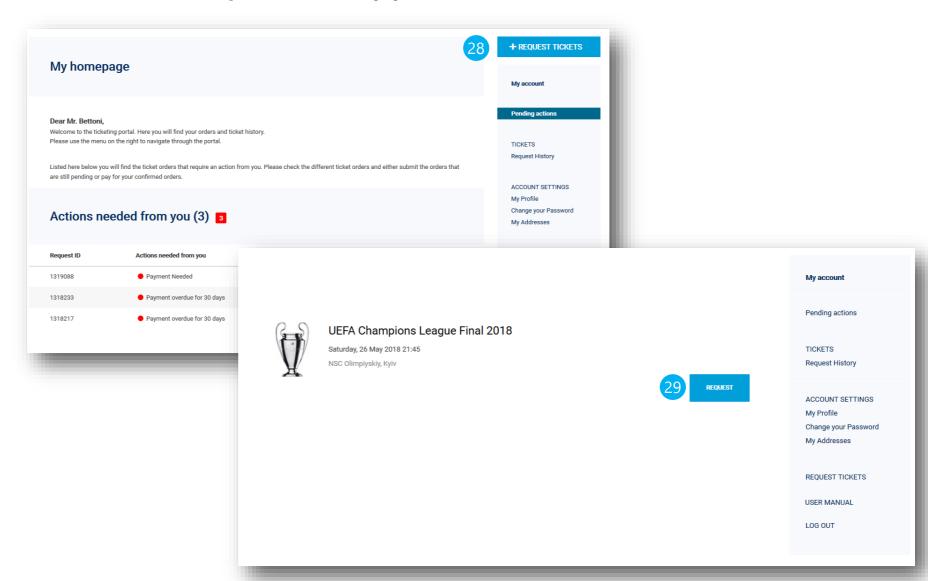
- You are asked to fill in the ticket holder details on the portal 10 days before the match at the latest, click on 'VIEW TICKETS'
- Click on 'SET TICKET
  HOLDER' to fill in ticket
  holder details
- Click on 'SAVE AND CONTINUE' once you filled in all fields





# How to submit an Autonomous request? (If applicable)

- In "My homepage" click on '+Request Tickets'
- Click on '**Request**' to visualise the options available
- Modify the quantities of tickets you would like to request as from **step 5**





# Thank you

WE CARE ABOUT FOOTBALL