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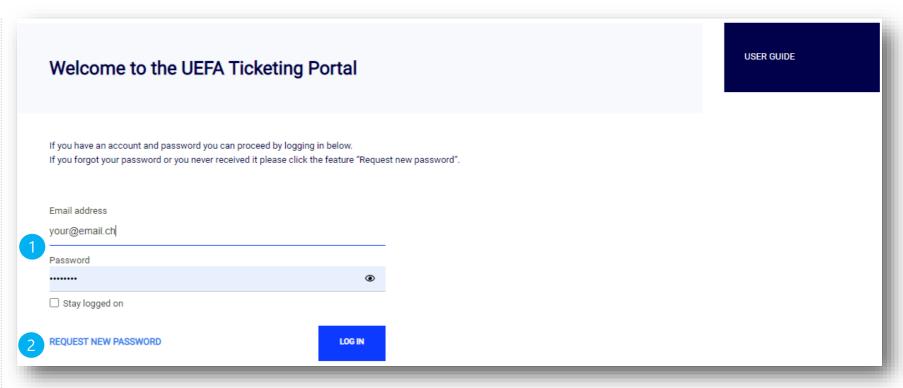
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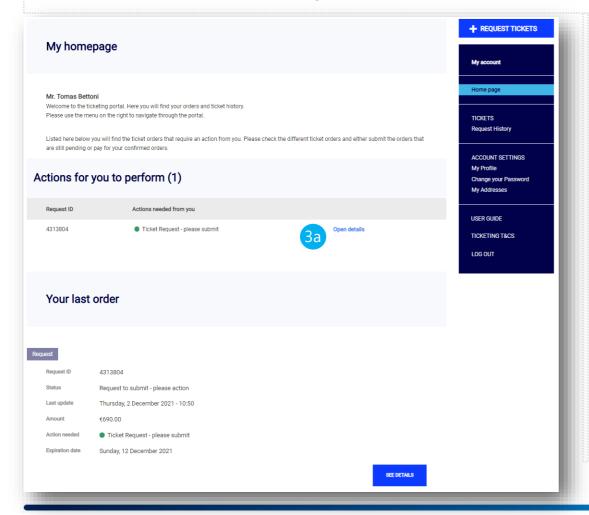
### How to log in to the ticketing portal

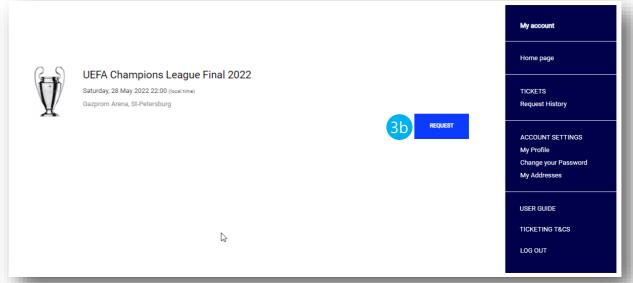
- 1 Log in to the Ticketing Portal with your email address and password (received previously by email)
- If you do not know your password click on 'REQUEST NEW PASSWORD' and automatic email will be sent to you with a new password



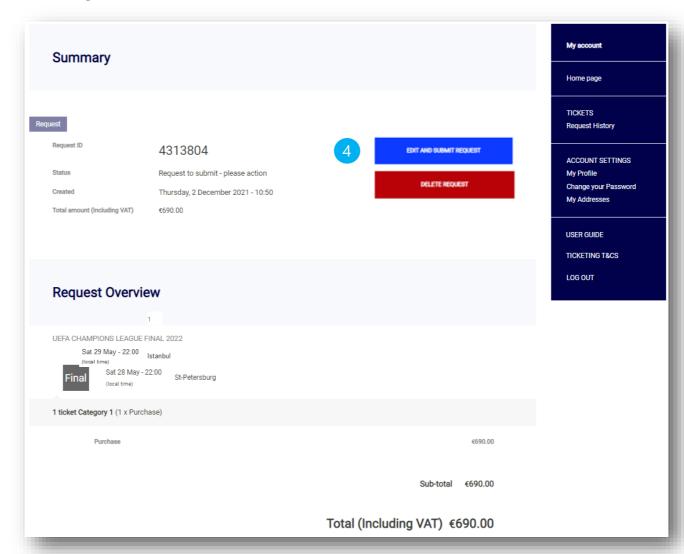
3a If a ticket request has already been created for you, after receiving an email to submit it, click on 'Open details' in the ticketing portal

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

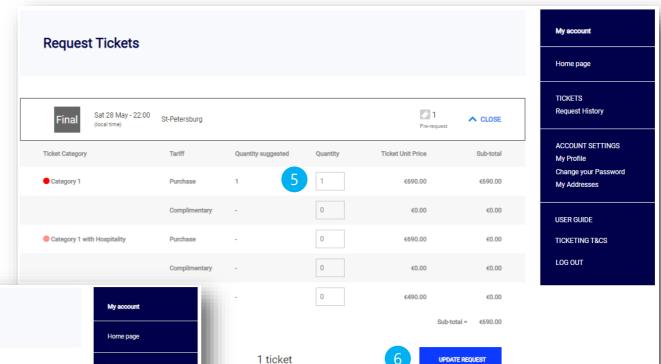


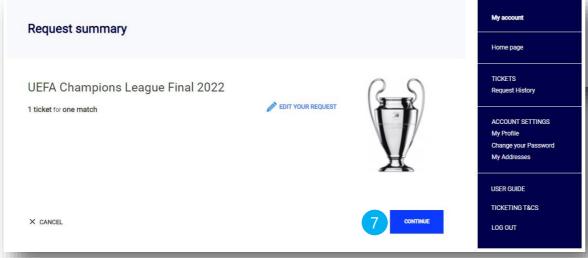


4 Click on 'Edit and submit request' to continue

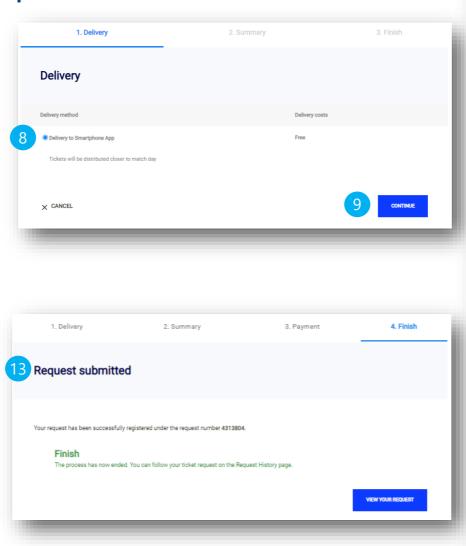


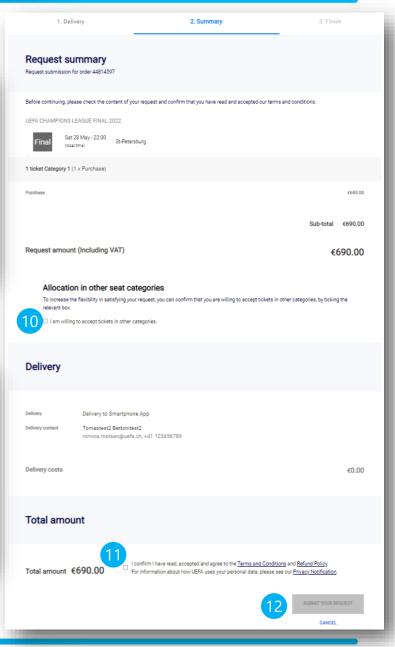
- Modify the quantities of tickets you would like to request
- Click on 'UPDATE REQUEST'
- Click on 'CONTINUE'





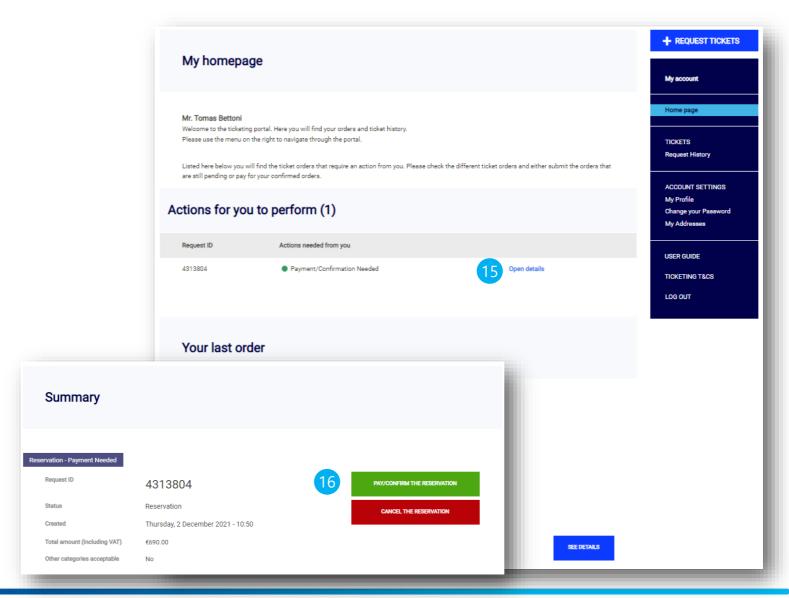
- 8 Check delivery method and delivery address (new address can be added if needed by clicking on 'Add a new address' if courier is an option)
- 9 Click on 'CONTINUE'
- If you want to accept tickets in different categories (in case of no availability in the one you are about to request), tick the checkbox '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)





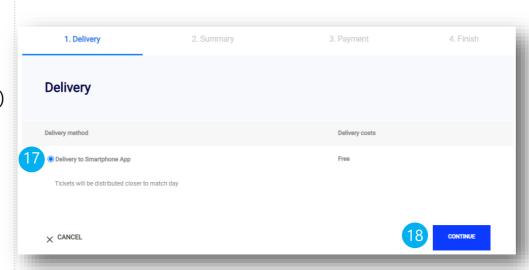
#### How to pay for a ticket reservation?

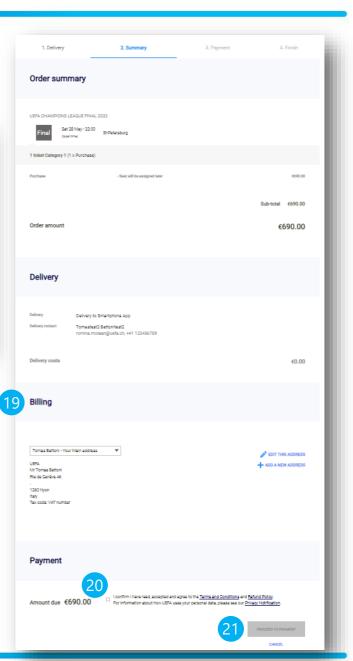
- Once UEFA confirms your ticket request, you will receive an email with request to login to the ticketing portal to pay for your tickets (in case you have complimentary tickets only, you will receive final confirmation of your order at this point)
- 15 Click on '**Open details**' to open your ticket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



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

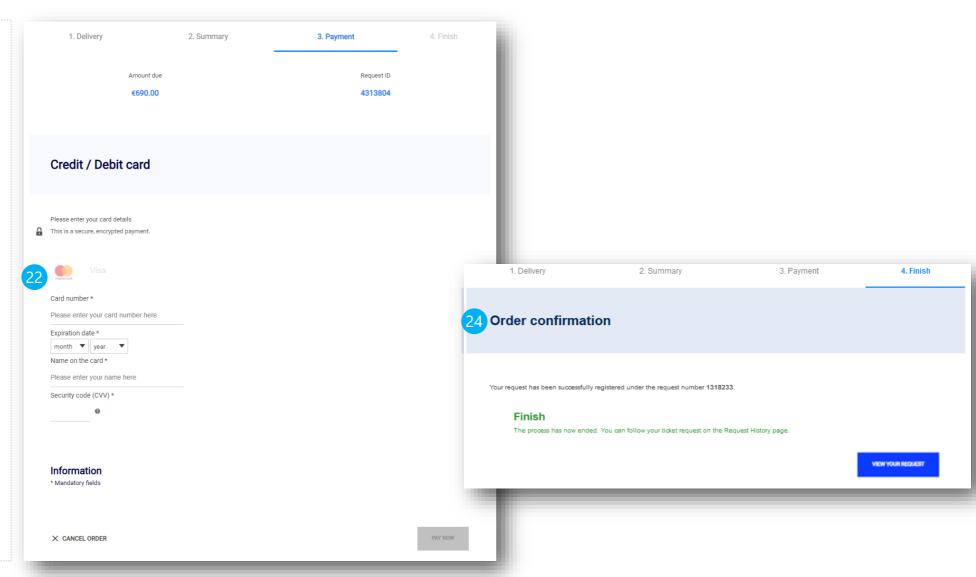
- 17 Check delivery method and delivery address (new address can be added if needed by clicking on 'Add a new address' if courier is an option)
- 18 Click on 'CONTINUE'
- 19 Check billing contact to be shown in the invoice (new billing contact can be added if needed by clicking on 'Add a new address')
- 20 Choose a payment method
- Confirm that you have read and agree to the Terms and Conditions and Click on 'FINALISE YOUR ORDER'





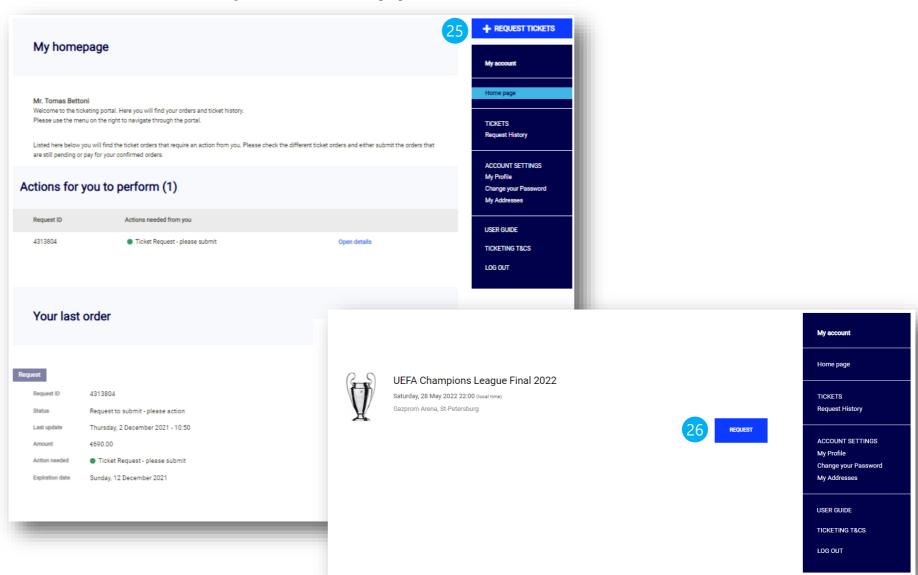
#### How to pay for a ticket reservation?

- 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



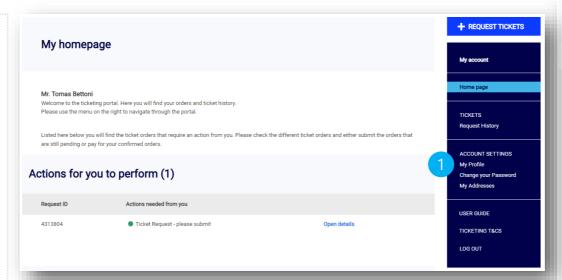
## How to submit an Autonomous request? (If applicable)

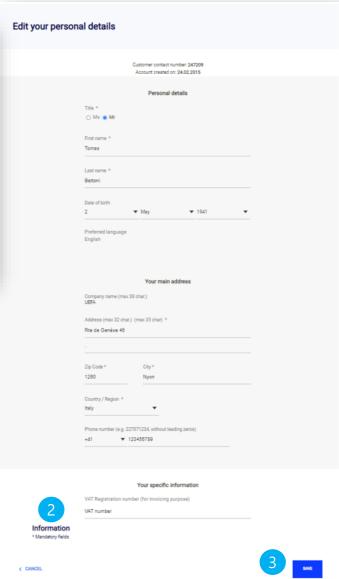
- In "My homepage" click on '+Request Tickets'
- Click on '**Request**' to visualise the options available
- 27 Modify the quantities of tickets you would like to request as from <a href="step 5">step 5</a>



#### How to register my VAT code for ticket invoices

- 1 Log in to the Ticketing Portal and click on "**My Profile**"
- 2 Insert your VAT Code
- Click on "SAVE". Now, your VAT code will be registered and shown in next invoices.







# Thank you

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