

Payment Via Live Pay Instructions

<https://www.livepay.gr/ccbs-1.aspx>

Complete your payment following three steps:

- In **Step 1** you insert the card holders and the visitor's information.

You can pay for either registration or accommodation or both.

In the amount field you need to fill in the total amount you want to charge in the credit card.

- In **Step 2** you insert the credit card type, number, expiration date and CVV2 code (Visa or Master Card only).

Do NOT tick the box "i wish to have an invoice issued" on the bottom of this page, as this is ONLY for Greek tax payers.

You will receive your official invoice marked as paid by email once the payment is finalized to the billing information you provided.

- In **Step 3** you have reached the payment confirmation, where you will see a preview of the payment you are about to confirm.

If everything is in order you tick the box " I accept the payment terms of use" and then the Finish button.

Depending on the security of the bank the card you are using, to authenticate the transaction you may be asked to provide a pin or a code etc.

Notes:

Before using LivePay it is advised to notify your bank that you will be making payments through LivePay outside your country, so that they don't block the transaction and allow it to pass.

LivePay maximum amount allowed per transaction is 1999€.

Only one transaction from the same card is allowed per day.

If you need to pay amounts more than 1999€, split the payment into two transactions, one per day.

Please note that your registration and/or accommodation is considered as confirmed ONLY when the fees are deposited in full.

CCBS Greece – Cretan Conference & Business Services L.P
Travel – Conference – DMC

Heraklion Office: 65, Ethnikis Antistaseos Avenue, Ground Floor. GR-71306, Heraklion Crete
Tel:00302810331010 Email: sales@ccbsgreece.gr
VAT:800532670 – GNT0: 1039 E 60000 02246 01
www.ccbsgreece.gr | <https://ccbsconference.gr>

