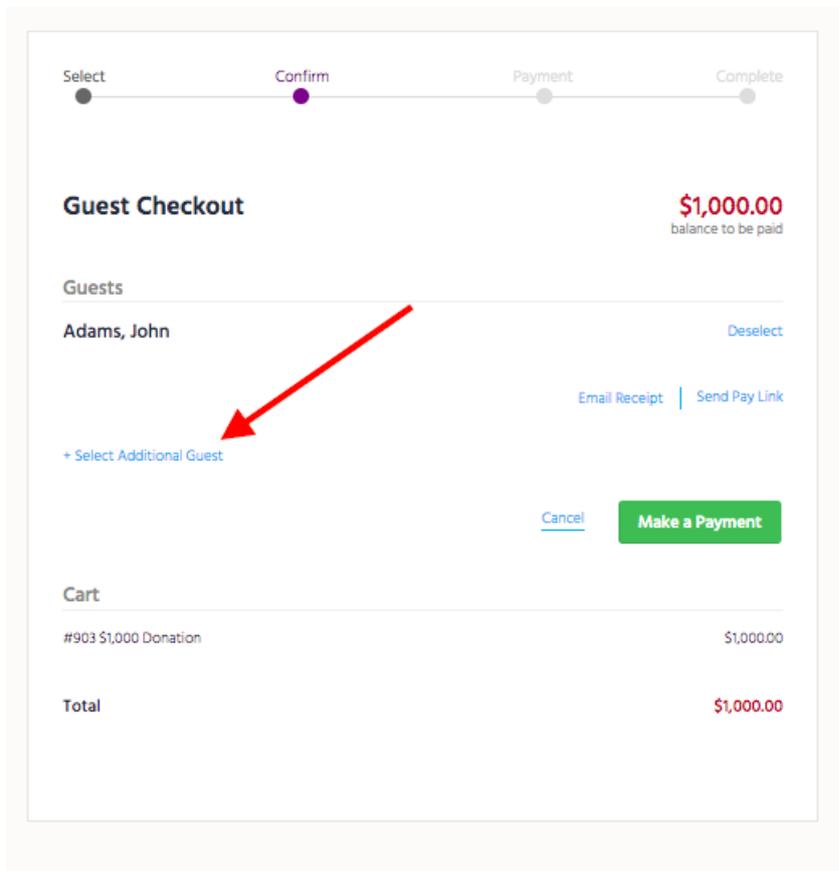# Checkout Multiple Users Together

Watch a video

Check out multiple users at the same time

1. Go to **Admin view** > **Users** > **Checkout**.
2. Enter the user's name in the search box.
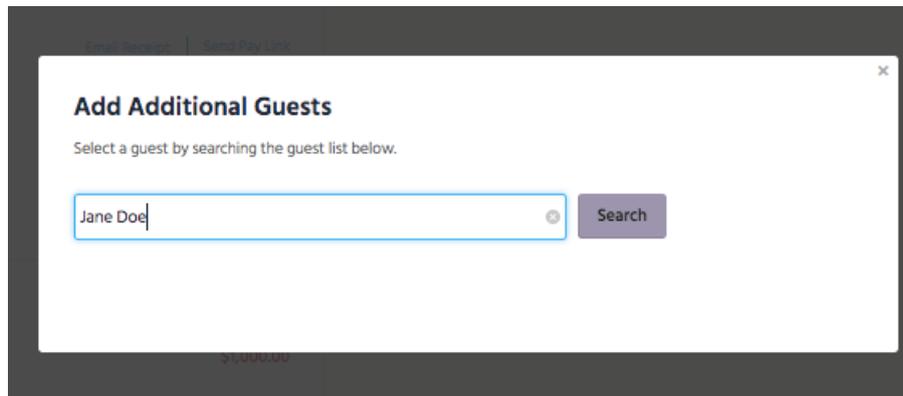3. Click **Search**.
4. Locate the user's account.

5. Select Begin Checkout.
    - Details of transactions will appear.
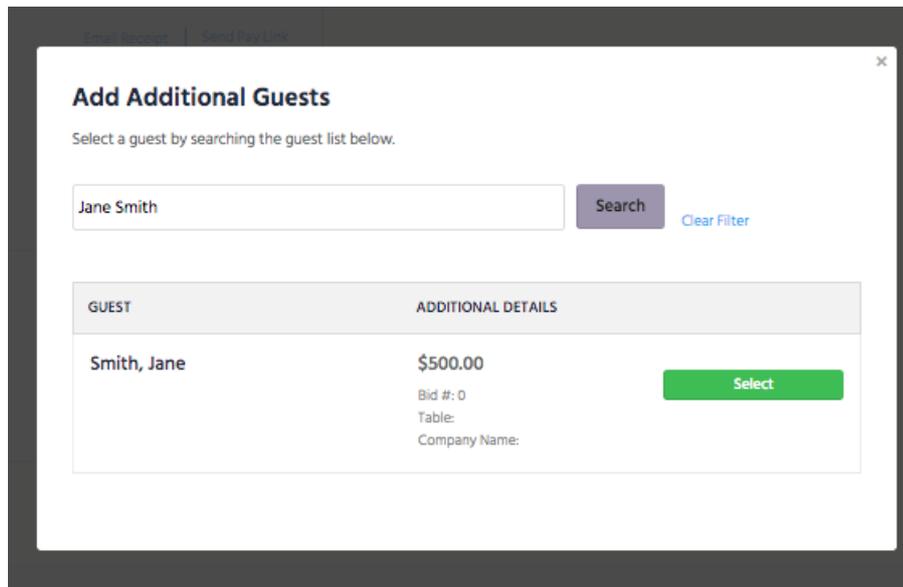6. Click **+Select Additional Guests**.

7. Search for the additional user to add.
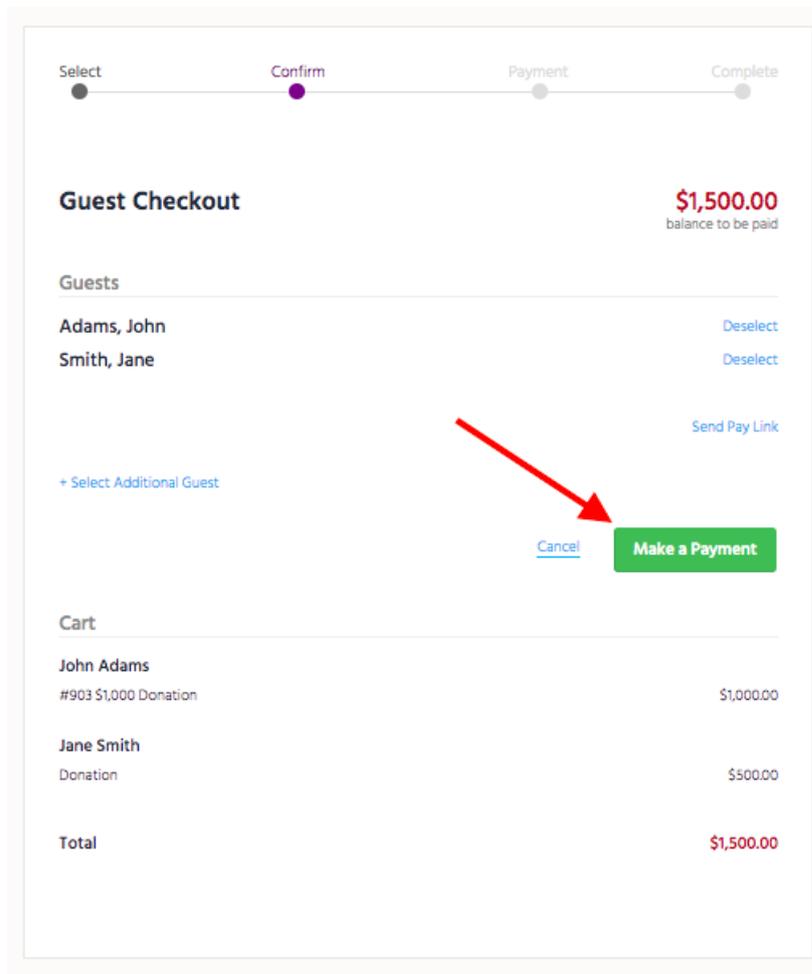

8. Click **Search**.
9.

Click **Select** next to the user's account that you would like to add.

- Page will repopulate with the combined order.

10. Click **Make a Payment**.

11. Select the appropriate form of payment.

Select   Confirm   Payment   Complete

< Back to Confirm

Payment Information

Adams, John
balance: $1,000.00   1,000.00   Edit

Smith, Jane
balance: $500.00   500.00   Edit

Select a Payment Type

Enter Credit Card   Check   Cash

Other   Pledge

12. Follow prompts to complete the payment with the appropriate method.
Note: Visit How to Checkout A User to learn all about the payment options.