



USER GUIDE – UEFA TICKET PORTAL

How to use Access codes?

How to log in to the portal

1 Follow the link:

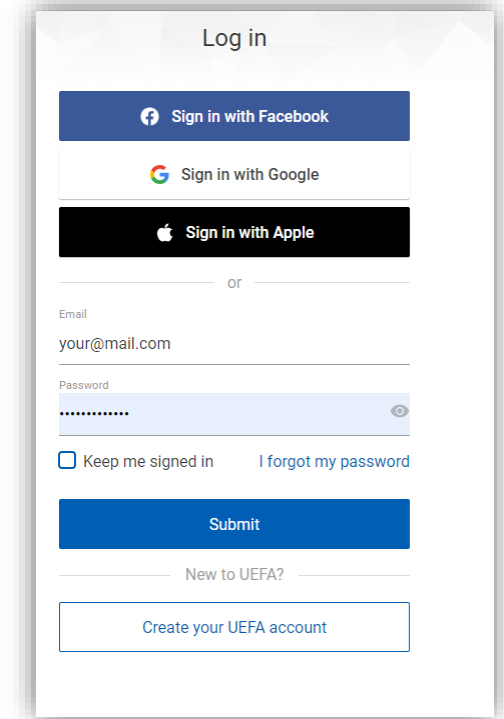
- **UCLF:** <https://championsleague-access.tickets.uefa.com>
- **UELF:** <https://europaleague-access.tickets.uefa.com>
- **UECLF:** <https://conferenceleague-access.tickets.uefa.com>

2 To use the codes, you must have an UEFA account.

2a If you have an account → login with email & password

2b If you do not have an account → create an account

Once all sections filled in and your account created, you will be asked to confirm your email address.



The screenshot shows the 'Log in' page of the UEFA portal. It features three social login options: 'Sign in with Facebook', 'Sign in with Google', and 'Sign in with Apple'. Below these is a section for email and password login, with a 'Submit' button. At the bottom, there is a link for 'Create your UEFA account'.

Log in

Sign in with Facebook

Sign in with Google

Sign in with Apple

or

Email
your@mail.com

Password
.....

Keep me signed in I forgot my password

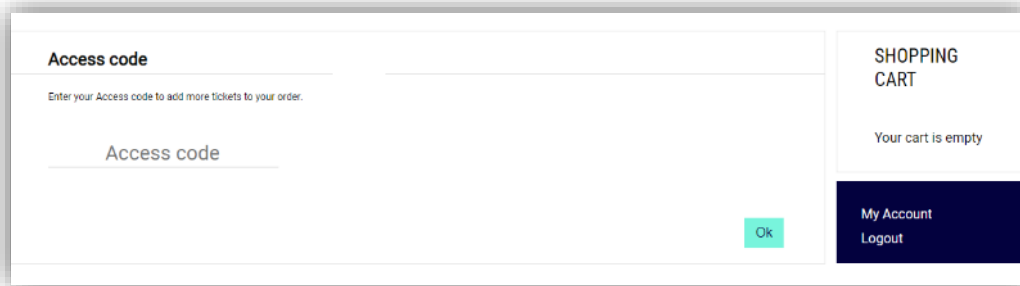
Submit

New to UEFA?

Create your UEFA account

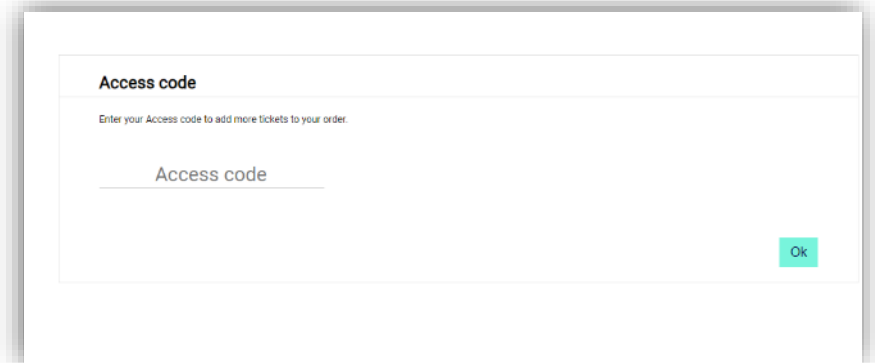
How to enter the access code

- 4 Once you have logged in, you can enter your 'Access Code' in the dedicated field:



The screenshot shows a web interface with a white background. On the left, there is a form titled "Access code" with a subtitle "Enter your Access code to add more tickets to your order." Below the subtitle is a text input field containing the placeholder text "Access code". To the right of the input field is a small green button with the text "Ok". On the right side of the page, there is a dark blue sidebar with the text "SHOPPING CART" at the top, followed by "Your cart is empty" and two links: "My Account" and "Logout".

- 5 Enter the code and click "OK":

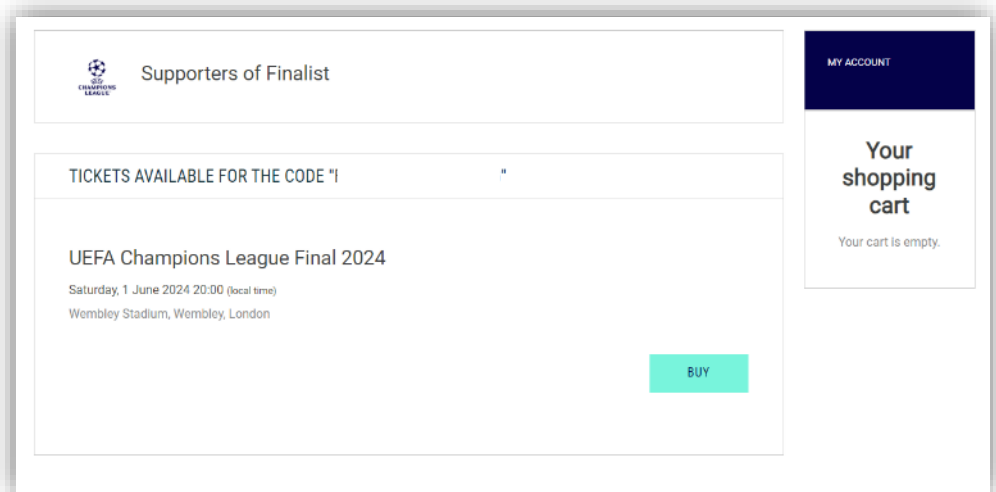


The screenshot shows the same web interface as the previous one, but the "Ok" button is now highlighted with a white border, indicating it has been clicked. The rest of the page content remains the same.

* Example Screenshots are taken from the UCLF ticket portal / looks might differ for UELF and UECLF

How to buy ticket(s)

- 6 To see the available tickets click on **“Buy”**.



** Example Screenshots are taken from the UCLF ticket portal / looks might differ for UELF and UECLF*

How to buy ticket(s)

7 Choose tickets (you may see different categories than the example shown below).

8 Once you have chosen the ticket(s) you wish to purchase, click on "ADD TO CART".

You will be asked to confirm that you are not a robot.

The screenshot shows a ticket selection page for a match between Team A and Team B. The match is the UEFA Champions League Final 2024 - UCL Final, taking place on Saturday, 1 June 2024 at 20:00 (local time) at Wembley Stadium, Wembley, London. The page features a 'TICKET SELECTION' section with a table of ticket categories and a 'Your shopping cart' section on the right.

Team A vs Team B
UEFA CHAMPIONS LEAGUE FINAL 2024 - UCL FINAL
Saturday, 1 June 2024 20:00 (local time) Wembley Stadium, Wembley, London

TICKET SELECTION
Please indicate the number of tickets and the tariff you want for each category. The number of tickets is limited to 4 per customer for this match.

Seat Category	Tariff	Quantity	Unit Price	Sub-total
Category 1	Purchase	<input type="text"/>	£ 610.00	£ 0.00
Cat. 1 Restricted View	Purchase	<input type="text"/>	£ 485.00	£ 0.00
Category 2	Purchase	<input type="text"/>	£ 430.00	£ 0.00
Cat. 2 Restricted View	Purchase	<input type="text"/>	£ 340.00	£ 0.00
Category 3	Purchase	<input type="text"/>	£ 160.00	£ 0.00
Cat. 3 Restricted View	Purchase	<input type="text"/>	£ 125.00	£ 0.00
Wheelchair	Wheelchair	<input type="text"/>	£ 60.00	£ 0.00
	Wheelchair + Parking pass *	<input type="text"/>	£ 60.00	£ 0.00
	* The Parking pass is subject to availability			
Wheelchair Companion	Wheelchair Companion	<input type="text"/>	£ 0.00	£ 0.00
Easy Access	Easy access	<input type="text"/>	£ 60.00	£ 0.00
	Easy access + Parking pass *	<input type="text"/>	£ 60.00	£ 0.00
	* The Parking pass is subject to availability			
Easy Access Companion	Easy access Companion	<input type="text"/>	£ 0.00	£ 0.00
Prime Seats	Purchase	<input type="text"/>	£ 2 900.00	£ 0.00
Total			£ 0.00	ADD TO CART

Your shopping cart
Your cart is empty

Payment methods
Mastercard Visa

* Example Screenshots are taken from the UCLF ticket portal / looks might differ for UELF and UECLF

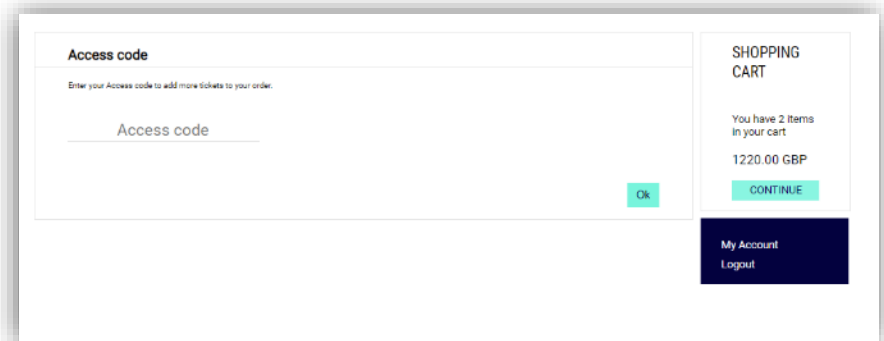
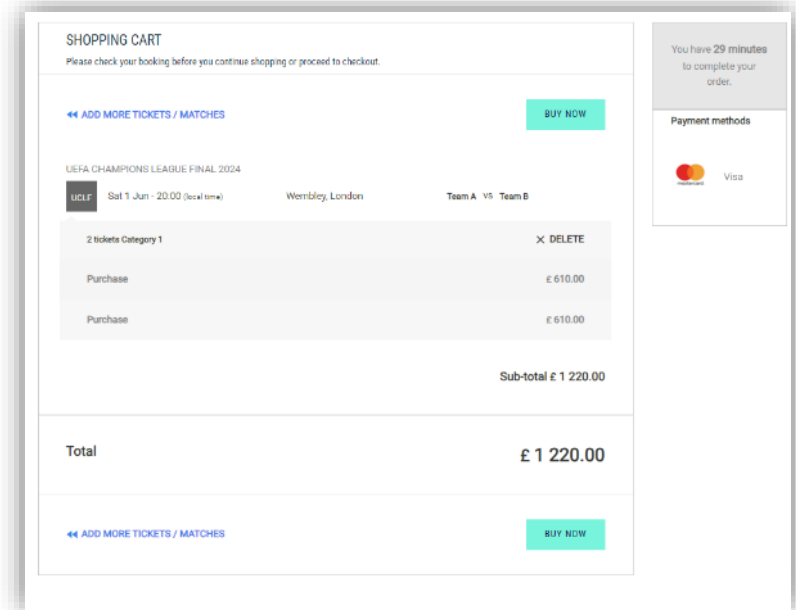
How to add more tickets

On this page, you get an overview of the tickets in your basket. If you have more access codes, you can add more tickets.

To add more tickets follow these steps:

9 When you click **“ADD MORE TICKETS”**, you will land on the page where you enter the next code in the box called **“Access code”**.

10 When you add an additional code and click **“OK”**, it will take you back to the screen in point 6. You now just follow the steps 7-9 again until you have used all the codes you want to use.



** Example Screenshots are taken from the UCLF ticket portal / looks might differ for UELF and UECLF*

How to select who to seat with

Order Summary

- 11 Once you are happy with your selection, click on **"BUY NOW"**.
You will be taken to the Order Summary screen.

- 12 If you would like to sit with someone else, please fill out the **"SEAT WITH"** section. For this, you can simply add the order number of the person that you would like to be seated with.
In case, you want to sit with a group of people, please select one person's order number that everyone can link up to.

SEAT WITH

You can enter here the order number of a friend with whom you would like seat with. Subject to seat availability. ⓘ

Order number



1. Summary

ORDER SUMMARY

Before proceeding to payment, please check the contents of your order as well as the delivery information and confirm that you have read and accepted our terms and conditions.

Order	Seat 1, Jun-2020 New line	Starting Location	Track & Hold
Product Category 1			X DELETE
Product			1,000.00
Product			1,000.00
Product Category 2			X DELETE
Product			1,000.00
Product			1,000.00

Subtotal € 2 080.00

DELIVERY

Cost of delivery € 0.00

Order amount € 2 080.00

BILLING

SEAT WITH

You can enter here the order number of a friend with whom you would like seat with. Subject to seat availability. ⓘ

Order number

PAYMENT

Amount due € 2 080.00

Please note that all purchases are final and non-refundable. No exchanges, cancellations or exchanges will be permitted after payment processing. Refunds will only be granted in cases where the [Terms & Conditions](#) within.

I confirm I have read, accepted, and agree to the [2020 \(General\) Terms & Conditions](#) of the ["Capital Services and Solutions" s.r.l. \("Capital Services"\)](#). For information about our (SGL) uses our personal data, please see our [Privacy Policy](#).

How to finish your order

Order Summary

Here you will see

- content of your order,
- delivery method,
- billing address, and
- an option to seat with others who have bought tickets for the match

13

You must confirm you have read the legal documents before pressing **“PROCEED TO PAYMENT”**.

The screenshot displays the 'ORDER SUMMARY' page of the UCLF ticket portal. At the top, there are three tabs: '1. Summary', '2. Payment', and '3. Confirmation'. The 'Summary' tab is active. Below the tabs, a warning message states: 'Before proceeding to payment, please check the content of your order and the delivery information and confirm that you have read and accepted our terms and conditions.' The main content area is divided into several sections: 'ORDER SUMMARY' (listing two tickets for 'UCLF 2017-2018 Season' at 'Tottenham, London' for 'Team A' and 'Team B', each priced at £100.00, with a subtotal of £200.00), 'DELIVERY' (showing a cost of £0.00), 'ORDER AMOUNT' (totaling £200.00), 'BILLING' (with a form for address details), 'SEAT WITH' (a section for selecting other ticket holders to seat with), and 'PAYMENT' (showing the amount due as £200.00). A 'PROCEED TO PAYMENT' button is visible at the bottom right. A sidebar on the right indicates 'You have 20 tickets to complete your order' and shows a 'Payment method' section with a credit card icon.

* Example Screenshots are taken from the UCLF ticket portal / looks might differ for UELF and UECLF

How to pay for the tickets

Payment Screen

14

On the payment screen, you can enter your card number, expiration date, name and security code before clicking **“PAY NOW”**.

If the payment is accepted, you will receive a Confirmation Email.

The screenshot displays a payment interface with three steps: 1. Summary, 2. Payment (active), and 3. Confirmation. The summary section shows an amount due of £2,080.00 and an order number of 48185190. A 'Secure payment' box on the right states that bank details are protected by SSL encryption. The main form is titled 'CREDIT / DEBIT CARD' and prompts the user to enter card details. It includes an information icon and text indicating that mandatory fields are marked with an asterisk. A security notice states 'This is a secure, encrypted payment.' Below this, there are radio buttons for selecting the card type (MasterCard or Visa). The form fields include: 'Card number *' with a placeholder 'Please enter your card number here'; 'Expiration date *' with dropdown menus for 'month' and 'year'; 'Name on the card *' with a placeholder 'Please enter your name here'; and 'Security code (CVV) *' with a placeholder '•'. At the bottom, there is a red 'CANCEL PAYMENT' button and a grey 'PAY NOW' button.

** Example Screenshots are taken from the UCLF ticket portal / looks might differ for UELF and UECLF*



Thank you!