

## **Procedure for Credit Card Payments:**

1. Click on “Buy Now” button under appropriate fee, and next page appears.
2. On next page:
  - a. If you do not have a PayPal account, Click on the “Secure Checkout” button or the “click here” button.
  - b. If you do have a PayPal account, log in, and next page appears.
3. On the next page:
  - a. select “Shipping is not required..”, and
  - b. click on “Continue Checkout”,and next page appears.
4. On next page:
  - a. fill in information requested, ie: Credit card type, number, expiration date, first and last name and billing address as it appears on the credit card, email address and phone number in following format: xxx-xxx-xxxx
  - b. fill in security code shown on page
  - c. Click “Continue Checkout”,and next page appears.
5. On next page, click on “Pay” and last page (receipt) appears.
6. Print last page (your receipt) and click on “Done” to complete the transaction.
7. You will receive a receipt from PayPal via the email address you have given in the checkout process.