INSTRUCTIONS FOR SENDING PAYMENTS VIA PAYPAL

Step 1 - Log into PayPal.

Step 2 - Select "Send & Request" or "Pay or Send Money":



Step 3 - Select "Send to friends and family in the US":



Step 4 – Enter "Treasurer940@gmail.com" as the recipient of the payment:



Step 5 – Enter an amount and make note of who / what the payment is for:



Step 6 – Select how you what to fund for the payment. Payments from PayPal balance & Checking Account transfers are free to the sender. Payments from a Credit Card will cost \$1.61 to the sender:



Step 7 – confirm amount, note & funding method and click "send payments now":

