| **Detailed Directions to Pay Online** |
| **Day Registration** |

Thank you for registering for NEAOSA's workshop season. Below are detailed instructions that will guide you through the entire online payment process.

1. Complete the online form and click submit. Please note, this form must be completed every year. Also, completing the form DOES NOT TRIGGER an automatic payment, so please continue to step 2.

2. Close the online form, and scroll down. As you scroll down, you will see a "pay now" button. Click it. Once you click that button, you will be transported to paypal. YOU HAVE NOT PAID YET. **IF YOU HAVE A PERSONAL PAYPAL ACCOUNT**, continue to step 3. *If you **DO NOT** have a personal paypal account, **SKIP TO STEP 4***.

3. Once you are at the paypal screen, enter your username and password and click the blue "log in" button. Once you are in your account, choose your method of payment and click the blue "pay now" button at the bottom of that page. Once you click that button, YOU HAVE PAID. Paypal will then give you a "thank you" confirmation and send a receipt to your email.

4. Once you are at the paypal screen, click the silver-gray "pay with debit or credit card" button. It will take you to a "pay as guest" page. Fill out all the information on that page and click the blue "pay now" button at the bottom of that page. Once you click that button, YOU HAVE PAID. Paypal will give you a "thank you" confirmation and send a receipt to your email.