

Using PayPal for West Mesa Chapter Membership Dues and Other Fund Raising Activity

This document provides brief instructions on using PayPal to pay your dues and make donations and other payments to the West Mesa Chapter using the app on your iPhone or on the web site at <http://www.paypal.com>. There are a couple of notes to keep in mind when using PayPal to complete this transaction.

1. A PayPal account of your own is required. You will need a valid e-mail address and mobile phone number to create a PayPal account. You will also need to enter information in order to verify your bank account and / or credit card. If you bank on-line, you will be able to verify your bank account with PayPal by providing your username and password to the app or on the web site. If you have multiple accounts with one bank, you will be able to select which account is used by PayPal. Credit cards are verified by entry of the usual information when you make a purchase, such as the number, expiration date, and verification code.
2. There is no charge to set up or maintain a personal PayPal account; however, if a credit card is used to send money to a bank account associated with a PayPal account, such as to the bank account of the West Mesa Chapter, a fee is charged. This fee is described before the transaction is finalized.
3. E-mail notifications of PayPal account activity are provided. This includes sending and receiving of funds.

When using the PayPal app on a mobile device or a web site, there are two methods you may use to search for the West Mesa Chapter's PayPal account.

- Using the Chapter's name in PayPal: WestMesa Chapter
- Using the e-mail address set up to be used by the West Mesa Chapter's treasurer: nfbnm.westmesatreasurer@gmail.com

Using the Web Site

1. Point any web browser to <http://www.paypal.com>.
2. Sign into your account.
3. Find and activate the "Send" link.
4. Enter the search "WestMesa Chapter" without the quotes into the edit box which allows for searching for a recipient and press the enter key or activate the Search button.
 - a. To find and activate the search button, press the tab key and then press the enter key or space bar on the Search button.
5. If you wish you may enter the Treasurer's e-mail address in the Search edit box.

6. When PayPal displays the search results, you can verify that you want to send money to WestMesa Chapter by pressing the enter key or space bar to activate the corresponding button.
 - a. At this point, there are two options from which you can select to tell PayPal what type of transaction(s) you will be making with this newly setup payee. Select "friends and family" from the list. Setting this up as any type will cause the West Mesa Chapter to incur a fee with each transaction.
7. In the edit box for the amount, indicate how much you wish to send. A decimal point is not required for entry dollars and cents. For example, to send \$5.00, enter 500. The decimal is automatically entered.
8. Press the tab key to reach the Note edit box.
9. To clarify for the Treasurer the origination and purpose of the payment, enter a note such as

Dues from Your Name

For example.

10. Press the tab key to find the next button and then press the space bar or enter key to activate it. The next page which loads is the page which allows you to verify that you are sending money to the correct recipient along with the amount and notes.

Once you have verified that all the information is correct, tab to the Send Money and press the enter key or space bar to activate it.

11. A page will be displayed letting you know of the successful sending of your payment. As well, you will then receive a notification by e-mail of the transaction.

Using the PayPal App

Though the following instructions are specific the iPhone, the knowledge similarly transfers users of Android devices.

1. Open the PayPal app.
2. Flick to the search edit box to search for the recipient.
3. Enter "WestMesa Chapter" without the quotes and activate the search function. On the iPhone this will be on the bottom right part of the keyboard.
4. Flick between the search results and double tap the button which Corresponds with WestMesa Chapter.
5. If you have not been asked to do so previously, you will need to sign into your account using your PayPal password or other allowed security you have set up on your phone, such as your fingerprint or face recognition.

- a. At this point, there are two options from which you can select to tell PayPal what type of transaction(s) you will be making with this newly setup payee. Select "friends and family" from the list by flicking to it and then double-tapping to confirm.. Setting this up as any type will cause the West Mesa Chapter to incur a fee with each transaction.
6. Flick to the Amount edit box and double tap it.
7. In the edit box for the amount, indicate how much you wish to send. A decimal point is not required for entry dollars and cents. For example, to send \$5.00, enter 500. The decimal point is automatically entered.
8. Flick to reach the Note edit box.
9. To clarify for the Treasurer the origination and purpose of the payment, enter a note such as

Dues from Your Name

For example.

10. Flick to the Next button, which will allow for verification of the recipient, amount and note.

Once all the information is verified as what you intended to enter, flick to the Send Money button and double-tap to activate it.

11. A screen will appear indicating the success of the sent payment. As well, you will receive a notification.

When using the web site or app, pay close attention when verifying the recipient, amount and note. An Edit button is available to allow you to make changes before sending the transfer of funds.