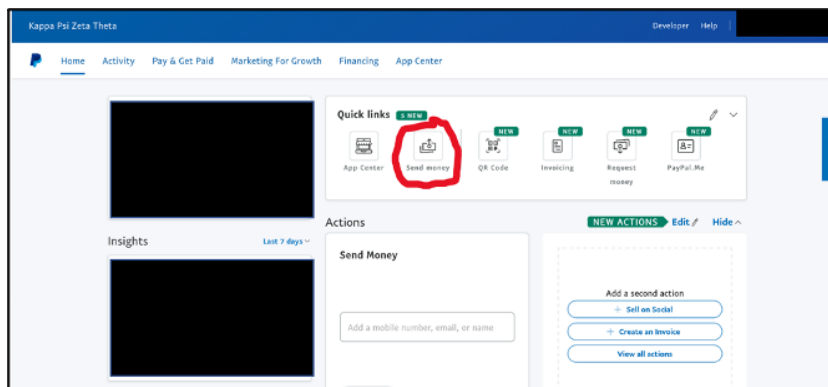


Making a payment to Kappa Psi Zeta Theta

1. From the home page, click “send money”



2. Enter in: Zetatheta@kappapsi.org

Send money

Name, email or mobile number

Zetatheta@kappapsi.org

Next

How it works ?

3. Enter in the exact amount specified by treasurer/committee member hosting event, make sure to leave note detailing transaction. Click continue once both fields are entered.

- Using Cute Pet Contest Payment as an example here



Zetatheta@kappapsi.org

\$ 5.00

USD ▾

Cute Pet Contest payment for John Doe

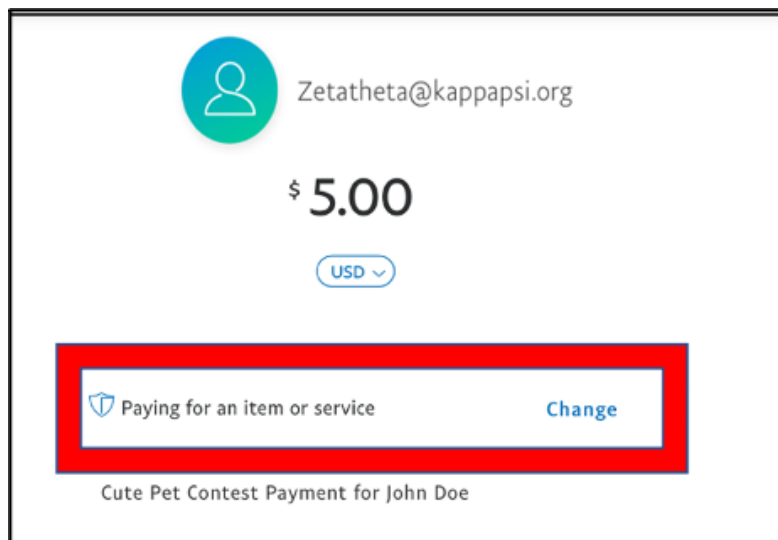
Eligible purchases are covered by [PayPal Purchase Protection](#)

View [PayPal policies](#) and your payment method rights.

Continue

4. IMPORTANT, make sure the correct type of payment is selected.

- **Paying for an item/service:** 99.9% of transactions made will use this option
 - Examples include paying for cute pet contest, member dues and merchandise payments such as a mask.
- **Friends and Family:** Can be used only in situations where the transaction is not a direct payment for goods/services.
 - Ex:
 - Paying the extra fee for incorrect payments (see example below)
 - Member “A” purchased cupcakes at a store for a potluck with their own money. Kappa Psi can reimburse member “A” using friends/family because it wasn’t a direct purchase for a good/service and more just forwarding money.
- **KY has no ability to get refunded for incorrect payments. It is mandatory of the KY brother to cover any losses if transactions are done improperly. If there is any uncertainty, please reach out to KY Zeta Theta treasurer.**
 - **Example:**
 - You PayPal \$100 dollars for member dues, our chapter receives \$96.30. We cannot get that \$3.70 back from PayPal, thus the brother sending incorrectly is responsible for paying the difference. You may pay the fee back using the “friends/family” option, in this scenario you’d pay \$3.70.



5. Click “Send payment now” to finish!

PTBYB