



How to make payments online

Overview

This guide provides step-by-step instructions for making online payments with a credit/debit card on the ALT website (www.alt.ac.uk). For security reasons ALT does not directly accept payments on our website and instead uses PayPal as a payment processor. Whilst we use PayPal to process payments, a **PayPal account is not required**.

General Guidance

On completion of the event/membership form you should see a 'PayPal Check out' button at the bottom of the form.

Checkout with PayPal

Click the PayPal button to continue.



The safer, easier way to pay

Checkout securely. Pay without sharing your financial information.

For the majority of users a PayPal account is not required as a **'Check Out as a Guest'** or a **'Pay with Debit or Credit Card'** option is available (see image on right). If the 'Check Out as a Guest' option is not visible, it is most likely that PayPal is doing 'Split testing' (see [Why doesn't Paypal Guest Checkout show?](#) for more details).

In this case, click the 'Cancel and return to Association for Learning Technology' link at the bottom of the PayPal page. On return to the ALT website, click the 'PayPay Check out' button again and you should be given the **'Check Out as a Guest'** option.

Once your payment details have been taken, you will be redirected back to the ALT website. After reviewing your details, **please click 'Make Contribution'** to make your payment.

If you experience problems with payments via PayPal, please contact enquiries@alt.ac.uk or call +44 (0)1865 484 125.

Association for Learning Technology

[Cancel and return to Association for Learning Technology](#) © 1999-2017

Payment of invoices online

If you wish to pay an ALT invoice online, we have several ways you can do this.

Online Payment Page

Credit or debit card payments can be made via: <https://go.alt.ac.uk/alt-invoice-payment>.

To make payment:

1. Enter the invoice total.
2. Enter your email address - this will be used to email you a payment receipt.
3. Enter invoice number. **Important:** please include your invoice number from your invoice so that we can reconcile your payment. If you don't have an invoice number, please enter your name or the name of the person for whom you are making the payment.
4. Click the 'PayPal Check out' button.

Payment is processed by PayPal but a PayPal account is not required as you can make payment as a guest. See section on [General Guidance](#) for more details.

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Mark Twain
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Invoice Date 04/04/2017

Invoice No. 1555

Cust. Order No.

Account FINN

VAT Reg No:

Invoice

Details	Net Amount
Membership Fees	200.00

Invoice Total £ 200.00

Example ALT Invoice

Direct transfer from PayPal

If you have an existing PayPal account, you can pay invoices via PayPal's 'Send Money' feature. To make a payment:

1. Log in to your account at PayPal.com and select the Send Money tab.
2. Enter the recipient's email address as paypal@alt.ac.uk.
3. Enter your invoice amount and include your invoice number as the payment note.



You're sending to paypal@alt.ac.uk

€ 200.00

GBP

It is also possible to make a payment via direct transfer/BACS. Our account details are included in your invoice or can be acquired by contacting finance@alt.ac.uk.

Invoice no: 1555

Why doesn't Paypal Guest Checkout show?

When paying through a checkout page on PayPal.com, there is sometimes the option to pay by credit card without logging in to PayPal. This is known as 'guest' checkout mode.

PayPal has been 'split testing' their checkout **with** and **without** guest checkout enabled. Because of this, PayPal can't guarantee whether guest checkout will always appear.

This is the message and reasoning on this from PayPal:

For customers that don't want to create a PayPal account, but instead pay with their debit/credit card (account optional) some will be shown this payment option, but others may not be shown it. This is due to changes in the checkout experience we implemented when introducing our new checkout experience. In this new checkout flow there is no guaranteed way to display the guest checkout first or by default. In some cases the option will not be shown at all. [Nielsen Online Buyer Insights, 52 weeks pre-/post-PayPal integration. Study completed November 2013]

[Source: <http://docs.easydigitaldownloads.com/article/1420-why-doesnt-paypal-guest-checkout-show>]

Version	Date	Author	Notes
1.0	2017-05-12	MH	Initial release