

## Electronic Contributions Via PayPal's Website

1. Login to your account on [PayPal.com](https://www.paypal.com)
2. Click on the "Send & Request" link
3. Click on "[Send money to friends and family](#)" Using this link and a checking account (rather than a credit card) makes your contribution fee-free.
4. Enter [treasurer@gpioa.org](mailto:treasurer@gpioa.org) as the email address where to send money
5. Enter the amount of your contribution
6. Click the "Next" button
7. Choose the checking account you wish to pay with (optional – only necessary if you have more than one account linked to your PayPal account)
8. PLEASE be sure to include your group number or the word "Personal" in the "Add a note" text box so the treasurer knows where to attribute the funds
9. Click the Send button and you're done!

**Contributions to Region 7 are processed the same way using the email [treasurer@oaregion7.org](mailto:treasurer@oaregion7.org)**

## Steps to set up a PayPal account

This requires some patience, but you can start with an email and a credit/debit card or checking account.

*Suggestion: have all of your numbers and passwords you want to create ready before you try to sign up.*

1. Navigate to [PayPal.com](https://www.paypal.com)
2. Select the Personal option even if you signing up with your group's checking account and click the "Continue" link
3. Enter your email address and create a password – be sure to save this someplace safe then click the "Continue" link
4. Enter the code shown on the page then click the "Continue" link
5. Enter your name, address, phone number & check that you have read the legal agreements, then click the "Agree and Create Account" link. Make sure your city corresponds properly with your zip code.
6. Once your account is created, PayPal asks for either a credit/debit card or checking account. A card lets you start using PayPal immediately, but for a typical credit card fee. Linking a checking account makes it free.
7. PayPal also asks for a credit/debit card for backup in order to send money
8. Finally, PayPal asks you to join PayPal Credit, but you do not have to do this in order to complete account setup.

Always remember to include your group number in the notes area, or "personal" if it's from you.

Any questions? Please contact the treasurer: [treasurer@gpioa.org](mailto:treasurer@gpioa.org).