Using PayPal to Pay for Your AGLS Purchase

It’s easier than ever to pay for membership or register yourself or several people for the annual meeting -- and make one payment.

AGLS uses PayPal to process credit cards. You **DO NOT** need to have a PayPal account to use our online payment option.

Please have your credit card ready.

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Membership</td>
<td>$40</td>
</tr>
<tr>
<td>Institutional Membership</td>
<td>$350</td>
</tr>
<tr>
<td>Full Conference fee</td>
<td>$320</td>
</tr>
<tr>
<td>Friday Only Conference fee</td>
<td>$225</td>
</tr>
<tr>
<td>Saturday Only Conference fee</td>
<td>$225</td>
</tr>
</tbody>
</table>

Remember – conference fees include a one-year membership to AGLS. Payment of your conference fees will make you a member through August 31, 2020.

Please be sure to complete the online form fully. This information is used to communicate with you throughout the year.

At the bottom of the form, you are forced to select PayPal as your payment option. PayPal is our credit card processing portal. You **DO NOT** need to have a PayPal account to make your payment.

Click submit. You will be taken to the first step in the PayPal process. You’ll see the total of your purchase listed on the top right of the box.

You will see you have the option to use your PayPal account if you have one **OR** to Pay with Debit or Credit Card.’ Click on your preferred choice.

Again, you do not need to have a PayPal account – you can pay as a guest with a personal or institutional credit card.

Provide the information for payment and click Pay Now.

Once you complete the transaction, an online screen will show your transaction as complete. You are able to print this screen. You will also receive an email confirmation from PayPal from the email address you provided in the transaction.

You will be re-directed to the AGLS website for a confirmation as well.

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TROUBLESHOOTING ONCE AT PAYPAL SCREEN
Persons who have problems once at the PayPal screen have one of several common issues.

1) When entering billing information for a corporate/school credit card, be sure you use the correct mailing address. Your university’s accounting department should be able to provide you with this information. It likely is not the address of your department but the institution’s accounting department.

2) You might receive a message saying *account is limited*:
   1) This likely means the credit card you are attempting to use has not been linked to your PayPal account. Log into your PayPal account and enter your credit card as an authorized card to charge purchases to if there are no funds or not enough funds in your PayPal account to cover the registration.
   
   2) This could also mean your savings account is not linked. You may link your savings account to your PayPal account.

A limited account is simply one that does not have available or accessible funds. PayPal requires either a credit card or bank account be linked to the PayPal user account. This ensures the vendor receives their money and PayPal that you have the funds to cover your purchases.

If you receive a message saying there is a problem with the email you are using to make the purchase. Call the PayPal support number to determine the problem. It may be the email address is not an authorized address for the account.

PayPal support options can be found by clicking ‘contact us’ at the bottom of their web page.