

How to use PayPal to make your Payment to the Brooklyn Quilter's Guild

To Pay by PayPal:

1. Go to **PayPal.com** and log in or create an account if you do not already have one. It is a secure site and your information is kept confidential.
2. Click **Send & Request** at the top of the page.
3. A Send Money field will appear asking for an Email. Please enter: **BQG.Treasurer@gmail.com** and click Next.
4. A pop up will show "Brooklyn Quilters Guild Inc" with the Treasurer email.
5. Enter your **payment amount*** in the field provided and add **Membership Payment** in the notes section.
6. On the following page
 - You are "Paying for an item or service".
 - No need to change your shipping address (we don't use it).
 - Confirm how you want to pay. It will show any methods of payment you have connected to the PayPal account. **Select your preferred method of payment** if you have more than one.
7. Confirm payment and you are done and will receive an email from PayPal confirming payment.

***Note:** PayPal charges the Guild a transaction fee of approximately \$2.00. Please consider paying \$2.00 if you would like to cover the cost of the fees and have the money go directly to the Guild.