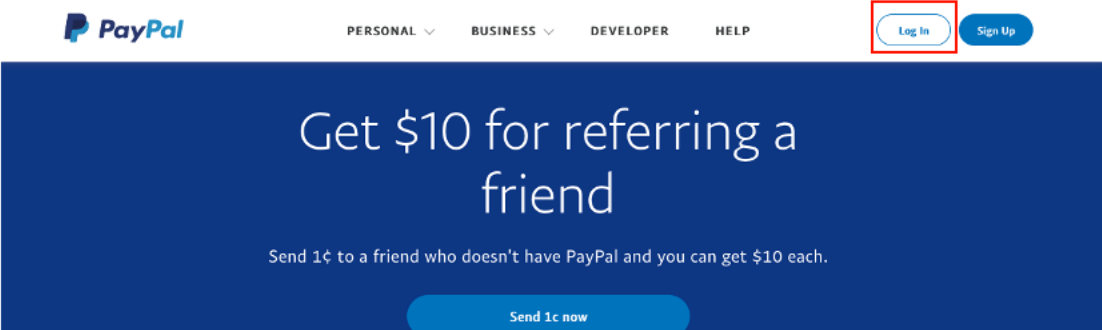
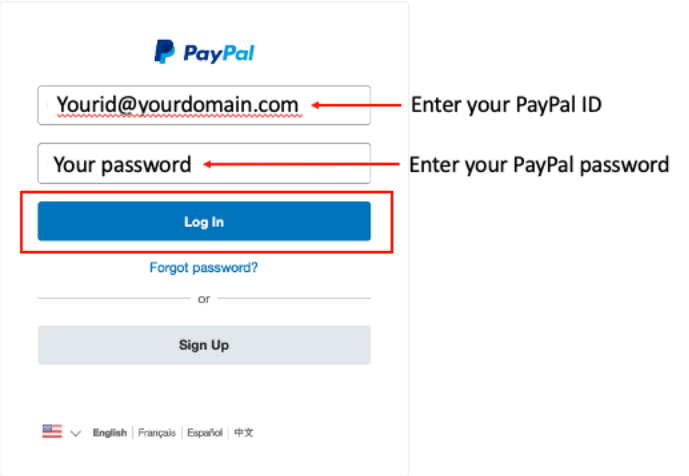


These instructions assume you have a valid PayPal account and does not cover creating a new PayPal account.

- 1. Log into PayPal. www.paypal.com
- 2. This may take you directly into PayPal or you may need to login depending on how you have your system and laptop set up.
- 3. If you need to login- press the Log In button in the upper right

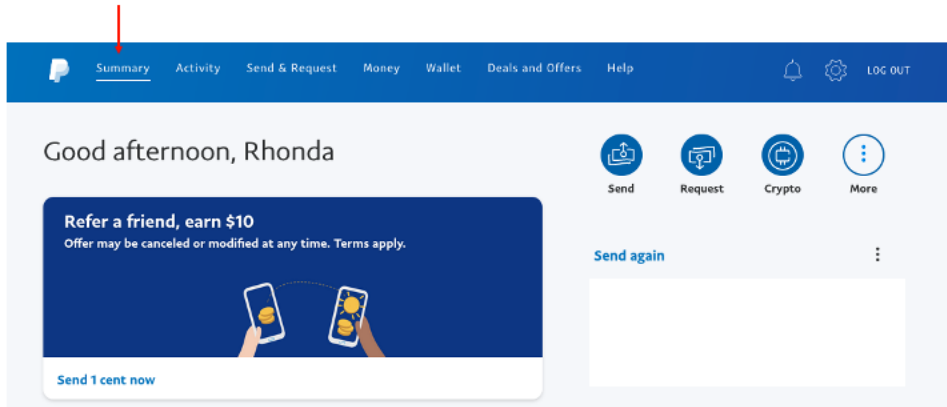


- 4. Fill in your id (used to create your paypal account – usually an email address), your password and press the “Log In” button

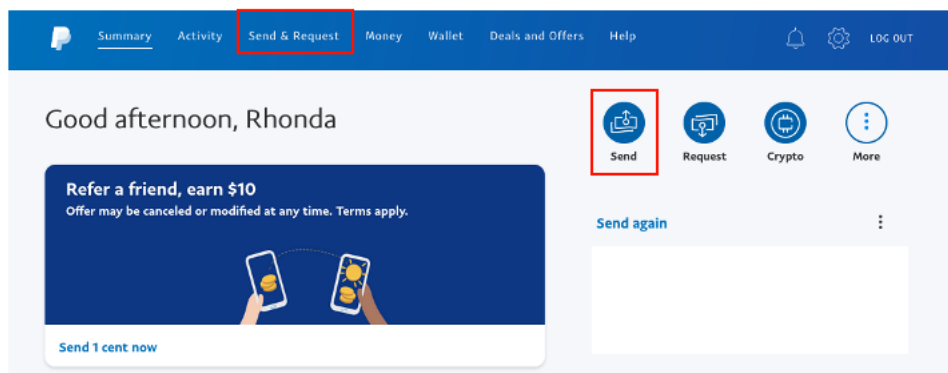


- 5. If any PayPal advertising comes up – just press the x in the upper right-hand corner – it does this occasionally.

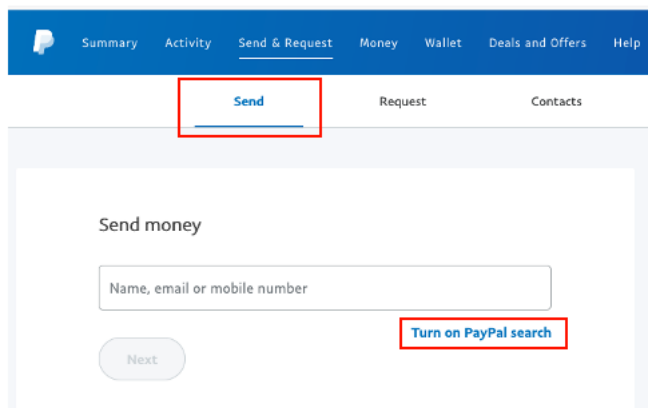
7. You should now be at the summary screen for PayPal. The word Summary is underlined which indicates you are at that “tab” or function



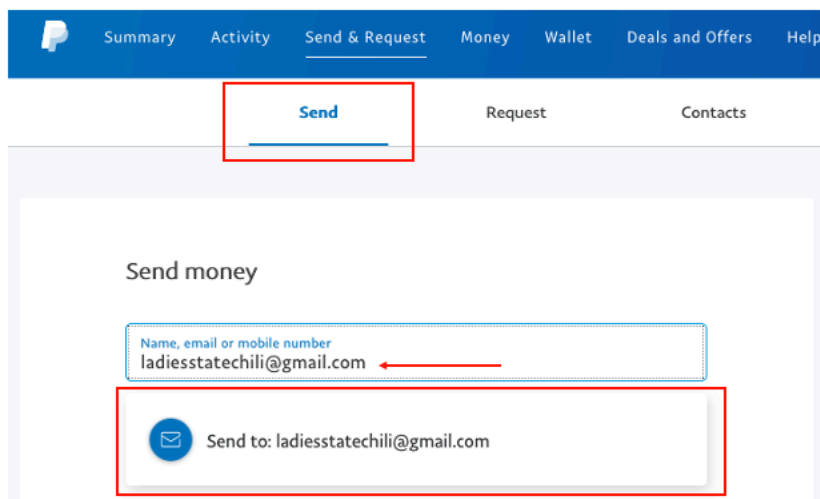
8. From the summary tab, you can either press the round “Send” button to the right of “Good afternoon, Rhonda” or you can press the “Send & Request” tab. Both should take you to the Send screen



9. The Send Money screen should now appear



10. A newer feature is to turn PayPal search feature on. Turning this feature on also means YOU are allowing folks to search for YOU via Name, email or mobile phone. This is a personal preference. I prefer to type carefully and make sure I have entered in the email information properly.
11. In the box where it says (in light gray) – Name, email or phone number enter – ladiesstatechili@gmail.com When you do this a secondary box will pop up as in the screen below – saying if you want to Send to: ladiesstatechili@gmail.com (As you start typing – PayPal tries to help you with autocompleting what you are typing). If ladiesstatechili@gmail.com is correct just press on the “Send to” box below the email address and PayPal will advance to the next screen.



13. Once you press the “Send to” button it will automatically take you to the “Send & Request” screen. Enter the amount for your Ladies State and JACC total (note: On the amount make sure you add those darned trailing zeros, so you are not sending 45 cents but 45 dollars as in the example) and complete the Recipient’s Name – Ladies State Chili Championship of Texas. Once everything is right – double check the email address, the amount, the recipient’s name, the country (default is United States), press the Continue button. PLEASE MAKE SURE THAT EMAIL ADDRESS IS CORRECT! You will have one more chance to not send the money if the email is not correct – but to correct the email address you have to back up all the way to the start!

The screenshot shows the PayPal 'Send & Request' interface. At the top, a blue navigation bar contains links for Summary, Activity, Send & Request (highlighted), Money, Wallet, Deals and Offers, and Help. On the right side of the bar are icons for a notification bell, a gear for settings, and a 'LOG OUT' button. The main content area features a recipient card for 'Ladies State Chili Championship of Texas' with the email address 'ladiesstatechili@gmail.com'. The amount '\$ 45.00' is displayed, with a currency dropdown menu set to 'USD'. Below the amount is an 'Add a note' field and a gift icon. The recipient's name is entered in a text field, and the country is set to 'United States'. A blue 'Continue' button is at the bottom, enclosed in a red box. Red arrows and text annotations point to the email address, the amount, the currency, the recipient's name, and the country, each with a corresponding check instruction.

Summary Activity **Send & Request** Money Wallet Deals and Offers Help

LOG OUT

Ladies State Chili Championship of Texas
ladiesstatechili@gmail.com

\$ 45.00

Check email

Check amount is correct and is a whole number

Check Currency is USD

USD

Add a note

Recipient's name

Recipient's first and last name
Ladies State Chili Championship of Texas

Check Recipient name

Recipient's country or region of residence

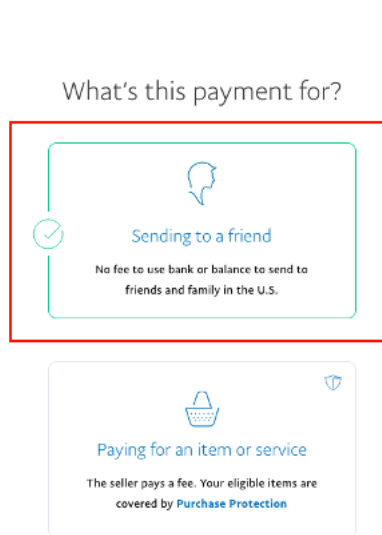
United States

Check Country

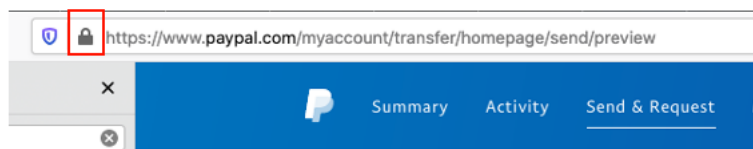
View [PayPal policies](#) and your payment method rights.

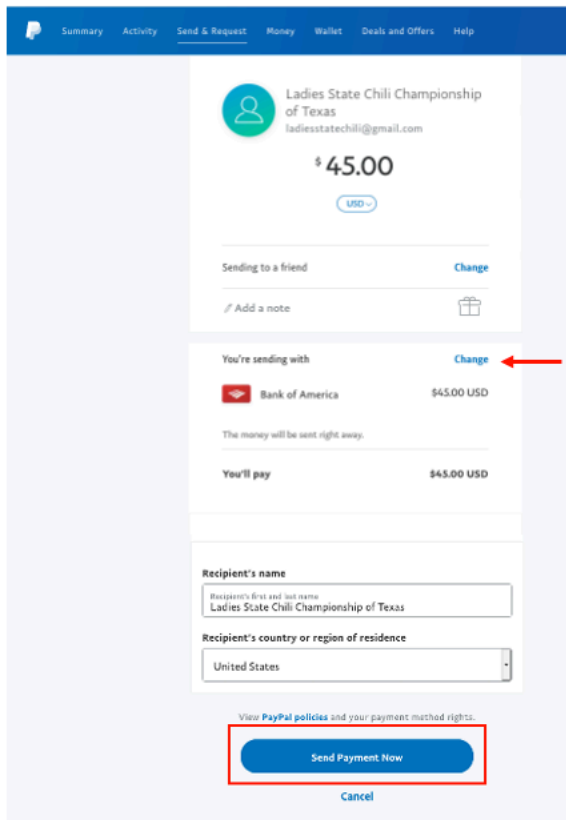
Continue

15. The next screen asks what the payment is for – choose “Sending to a friend”. Usually this is the default which is denote by the green box and the check mark with a circle. You will need to select “Sending to a friend”



16. You then have a confirmation screen. At this screen you can choose to change your payment method if you have a bank account and credit cards registered with PayPal. If you use payment method other than a bank account, there is a credit card surcharge you will have to pay. One last time make sure all of the information on the screen is correct: The email address, amount, Sending to a Friend, Recipients name, Recipients country. If all are ok – then you can press the “Send Payment Now” button. If anything is not correct – press cancel and start again. BEFORE YOU PRESS “SEND PAYMENT NOW” as one final safety check – pls ensure the LOCK on your browser URL is set to closed – i.e., it looks like a locked lock!





If you have more than one payment method registered with PayPal you can change it at this time. However, usually if you use a credit card there will be surcharge.

17. You should then receive a confirmation screen that the amount you entered was sent to Ladies State Chili Championship of Texas and they have 10 days to accept the payment.

