

Making your Reunion Payment using PayPal

If you choose the **PayPal option**, it is **IMPORTANT** that you process your payment utilizing your checking account, **NOT A CREDIT CARD or A DEBIT CARD**. There aren't any processing fees associated with this transaction when a checking account is used. Please process your payment in this manner:

- * Log in to your PayPal Account
- * Select the "**Pay or send money**" icon on the page.
- * Select the "**Send money to friends and family**" icon in the lower right hand of the screen (selecting this tab ensures processing fees are NOT charged to the Reunion Account).
- * In the "**Email, Mobile Number or Name**" block, type TempeBuffaloes@gmail.com (**IMPORTANT: please verify that the email address you entered is CORRECT so your payment is properly credited to the reunion account**) and then click on "**Next.**"
- * Type in the AMOUNT (USD-U.S. Dollars) of your payment (the total amount will depend on how many reunion events you will be attending, the number of people in your party (if you are bringing guest/s), and whether you want to donate funds to sponsor reunion costs for a teacher or classmate).

* In the "**Add a Note**" Block, type in the name of the classmate whose reunion fees are being paid (this is especially important if the user name on the PayPal account is different from the name of the classmate), and phone number and email information for the classmate (in case we have questions and need to contact you). The information you enter in the Note Block will help us to correctly process your payment so we can mark your reunion registration PAID. After you have entered any notes, click on "**Continue.**"

At the next screen, you will review your payment and confirm the email address for the payee (TempeBuffaloes@gmail.com) and that the source of your payment is from your **CHECKING ACCOUNT**. When you are sure all your information is correct, click on the "**Send Money Now**" tab.

- * You will be directed to a screen which will inform you that, "You've sent **\$\$\$.\$\$** to TempeBuffaloes@gmail.com with a **GREEN circle** and a **GREEN check mark** in the center.
- * **CONGRATULATIONS!** You've completed your payment for your Reunion fees.