

Instructions for paying online:

1. Press the Buy now button



2. A screen will appear that identifies the course and also lets you pick the option to pay via a PayPal account or to use the “Bill Me Later, Debit or Credit card”. Choose the “Bill Me Later, Debit or Credit card”
3. The screen will expand and ask for your credit card information. Please fill it out and press the “Review and Continue Button”
4. If you have a personal PayPal account a screen will appear that states:

**Based on the information you gave us, we detected that you have an existing PayPal account on file.**

**What would you like to do next?**

**Log in and pay with my PayPal account**

**Get help retrieving my email address and password**

**Continue to pay as a guest and do not use my PayPal account**

If you are using a corporate credit card, make sure that you click the option:

**Continue to pay as a guest and do not use my PayPal account**

5. You then click the **Pay Now** Button. Paypal will generate a receipt and e-mail it to you.

Pay Now

Listed above are detailed instructions for making your payments online through PayPal. If, for some reason, during the verification process, your corporate credit card is denied, you can reach PayPal directly at 1-888-221-1161. You can navigate quickly through a menu of questions, but if you keep replying that you do not have a PayPal account, you will reach a person that can provide you the information about the denial. It is most likely a mismatch in data between what PayPal expects and the data you have entered. The most common mismatch is the zip code being used. Should you have any questions regarding the payment process, or would like assistance processing your payment online, please contact us at [register@instituteformindfulleadership.org](mailto:register@instituteformindfulleadership.org) or at 201-644-0558.