

We Now Accept online payments through PayPal

Revised 10/5/2018

For your convenience, you may elect to pay your Application, Sponsor or Teaming fees via Paypal. ***You must first have an established PayPal account that is linked to either a bank account, credit card or has a PayPal balance.*** Just go to PayPal.com on your computer or open the PayPal app on your smartphone and follow the prompts to Send Money to Friends and family.

To use Pay Pal via web browser:

1. Log on to your PayPal account
2. Click the button **Send and Request**
3. Click **Send**
4. Enter **NCAETREAS@GMAIL.COM** in the box, Click **NEXT**
5. Enter **DOLLAR AMOUNT**
6. **NOTE: VERY IMPORTANT TO AVOID FEES!!!** Under the amount check to be sure that ***Sending to a Friend*** is showing. If you see Paying for an item or service, you **MUST** click **Change** and change it to Sending to a Friend. There will be a fee assessed to NCAE that will be passed on to you unless this is done properly.
7. **Click Add a Note** and type in your payment type (Sponsor Fee, Team Fee, Application Fee) and the weekend number and pilgrim name, if applicable.
8. Click **CONTINUE**
9. ******If your PayPal account is linked to a Credit Card, a convenience fee will be added. There is no fee if your account is linked to a bank account or you have a balance with PayPal.**
10. Click **SEND MONEY NOW**

To pay using your smartphone:

1. Open the PayPal app (must be installed first)
2. Touch **SEND MONEY**
3. Enter **NCAETREAS@GMAIL.COM** Click **NEXT**
4. Select **FRIENDS AND FAMILY as the payment type**, Click **NEXT**
5. Enter **DOLLAR AMOUNT**
6. **Click NEXT**
7. Click **ADD A NOTE** and type in your payment type (Sponsor Fee, Team Fee, Application Fee) and the weekend number and pilgrim name, if applicable.
11. **NOTE: VERY IMPORTANT TO AVOID FEES!!! Under the Add a note box is the payment type option. Be sure that Friends and Family shows in this space.** If paying for goods and services shows in this space, you must click the right arrow and change it to Friends and Family. There will be a fee assessed to NCAE that will be passed on to you unless this is done properly.
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9. Click **SEND NOW**

THAT'S IT! Your payment will be received by the NCAE Treasurer and credited to your fees that are due.

Remember: The payment address for all payments is:

ncaetreas@gmail.com Type Carefully!

Fees apply if your PayPal account is linked to a credit card. No fee is charged if linked to bank account or PayPal balance.