

INSTRUCTIONS FOR MAKING A PAYMENT (DONATION) THROUGH PAYPAL ON THE PCOP WEBSITE

1. Go to the PCOP website at www.philanalysis.org
2. Click on the button labeled "Donate" in the lower right portion of the home page. The PayPal payment screen will appear. At the top of the PayPal payment screen is a box that says "**Please enter your donation amount and click Update Total**" in red.
3. In the box labeled "Donation amount", enter the dollar amount of the donation or payment.
4. Click the button labeled "Update Total" to submit this amount. The credit card information screen will appear.
5. Enter the appropriate information in each field. Information must be entered in all fields except "Billing Address Line 2", which is optional.
6. Click on the button labeled "Review Donation and Continue". The Review screen will appear. At the top of the Review screen are the words "FIRST-NAME, please review your donation".
7. Under the title "Purpose" near the top of the screen, will be displayed "Psychoanalytic Center of Philadelphia" and the amount of your donation or payment. Review this amount to ensure that it is correct.
8. Immediately under "Psychoanalytic Center of Philadelphia" is a link named "[Reason for donation/payment](#)" in blue. To provide PCOP with additional information, click on the link to cause a box to appear. Type in any information that you wish to convey to PCOP about your donation or payment (for example, registration for Ext. Div. course on 2-3-10 or donation to aPt, etc.).
9. Click on the button labeled "Donate XX.XX USD now" to submit your donation or payment. The Receipt screen will appear.
10. To print a receipt, click on the link named "print your donation receipt". A print window will appear. Click on the button labeled "Print" to print a receipt of your donation or payment.
11. Click on the button labeled "Return to the Psychoanalytic Center of Philadelphia" to close PayPal and return to the PCOP website home page.