



REGISTRATION and PAYMENT OPTIONS

Great news! LIRWC office can accept membership, course fees and Special Event monies via PayPal accounts! This gives you the option of using a credit or debit card in lieu of sending in a check payment. Of course, **checks are still perfectly acceptable.**

PROCEDURE for REGISTRATIONS

YOU CAN NOW REGISTER ONLINE AT WWW.LIRWC.ORG:

1. Log-in and go to **Become A Member.**
2. Initiate a contact record and complete the appropriate information – be sure and **check the Risk Release Acceptance box.**
3. **For payment via PayPal,** click on the icon and complete the payment – send to lir@wctc.edu.
4. **For payment by check,** contact the office for release of your registration in the system.
5. **Continue** to sign up for Courses and Special Interest Groups (SIGs) – located under Events.
6. Your **Confirmation** of payment and courses will be sent to your email.

TO REGISTER BY MAIL OR EMAIL AND PAY VIA PAYPAL OR CHECK:

1. **Complete the Membership/Registration and All-Inclusive Risk Release Forms** sent to you via mail, or downloaded from an email sent to you, or go to www.lirwc.org **Resources section** and print out a copy of each form.
 - a. Ensure your signed All-inclusive Risk Release Form has been submitted to the office – must be completed once a year in order to participate in any LIRWC courses, events and/or SIGs.
2. **Pay via check:** complete both forms and mail to the office with your check made out to LIRWC Inc. to:
 - a. WCTC-LIRWC, 327 E Broadway Rm WK101G, Waukesha WI 53186
3. **Pay via PayPal:** complete both forms and mark **“PayPal”** below the amount due on your form.
Send your completed registration form via mail or email: lir@wctc.edu.

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INSTRUCTIONS FOR PAYPAL

1. Access your personal PayPal account

- a. If you do not have an account it is very easy to set-one up at PayPal.com.
2. Go to **SEND Payment** area.
3. Enter lir@wctc.edu in the area indicating where to send the payment.
4. **Enter the amount due and payable** for membership, course or event fee.
5. **Add note:** *(Name of Semester or Special Event)*.
6. Hit **SEND**.
7. Review your **Activity Report** to verify your payment.

- **LIRWC Office will receive notification from PayPal that a payment has been made.**
- The LIRWC office will send you an email **acknowledging** your payment has been received.
- A copy of your payment will be printed and attached to your Registration Form for the file.

QUESTIONS? Contact the office at email: lir@wctc.edu, or call 1.262-695-3473.