

## **PAY FEES VIA PAYPAL**

Great news! **LIRWC office can once again accept membership and course fees 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:**

- 1. Complete your 2021 Spring Membership/Registration form**
  - a. Complete the Risk Release Form ONLY if you did not submit on in the 2020 fall.
- 2. Mark “PayPal” below the amount due on your form.**
- 3. Send your completed Membership/Registration form via email or mail.**
  
- 4. Access your personal PayPal account.**
  - a. If you do not have an account it is very easy to set-one up at PayPal.com.
- 5. Go to SEND Payment area.**
- 6. Enter [lir@wctc.edu](mailto:lir@wctc.edu) indicating where you want the payment to go.**
- 7. Enter the amount due and payable for membership and/or course fees.**
- 8. Add note: Spring 2021 Semester.**
- 9. Hit SEND.**
- 10. Review your Activity Report to verify your payment.**
  
- 11. LIRWC Office will receive notification that a payment has been made.**
- 12. A copy of your payment will be printed and attached to your Membership/Registration Form when received.**

**QUESTIONS?** Contact the office at email: [lir@wctc.edu](mailto:lir@wctc.edu), or call 1.262-695-3473.