

THE MEMBER REGISTRATION AND DUES PAYMENT PROCESS IS SIMPLE IF YOU FOLLOW THE INSTRUCTIONS

PLEASE PRINT THIS PAGE AND READ CAREFULLY

These instructions are being provided to help you register your membership and pay your dues.

[Please note that this process works most easily using a laptop.

Some smaller devices like smartphones and tablets often record a transaction twice.

It is your responsibility to verify the accuracy of your payment before clicking on the "Checkout" button.

STEP-BY-STEP INSTRUCTIONS TO RENEW YOUR MEMBERSHIP

Membership Application

1. Go to www.audubonartists.org and click on "Membership".
2. Complete the information on "2018/2019 Membership Application".
Click the "Submit" button.

Payment

3. You will be directed to a Checkout Page.
Click on the correct membership level. (Note: "Add to Cart" button appears below each level.)
4. Please consider making a donation.
5. Verify that the number of "Products in Your Cart" is correct.
6. Verify that the "Total Price" is correct. (You are responsible for your accuracy.)
If it is not accurate, revise it.
If it is accurate, click on the "Checkout" button.

**VERY IMPORTANT – AT CHECKOUT YOU DO NOT HAVE TO USE A PAYPAL ACCOUNT.
YOU CAN USE YOUR DEBIT OR CREDIT CARD – READ BELOW**

Checkout

The "Checkout" page can be confusing the first time. Read this carefully.

- 7A. If you have a PayPal account, use the "Log In With PayPal Account". Use the "Log In with email and password" section.
- 7B. If you want to pay by Credit Card, click on "Pay with a debit/credit card or PayPal Credit".
8. Click on your selection to pay: "Debit or Credit Card" OR "PayPal Credit".
9. For "Debit or Credit Card" enter: (a) card number – note some credit card agreements are not accepted by PayPal. If you have a problem, use another credit card.
(b) expiration date using scrolling wheels
(c) security code
(d) zip code
(e) email address
(f) click on "Continue" button
10. Complete "Billing Info"
11. If you are making payment for another individual please include their name in the memo/notes
12. Click on "Pay Now"
13. "Payment Completed" will appear with "Transaction Details" for your records. You will also receive an email confirmation from PayPal and Audubon Artists.

THIS IS YOUR CONFIRMATION. WE ARE AN ORGANIZATION RUN BY VOLUNTEERS PLEASE DO NOT EMAIL US FOR ADDITIONAL CONFIRMATION.