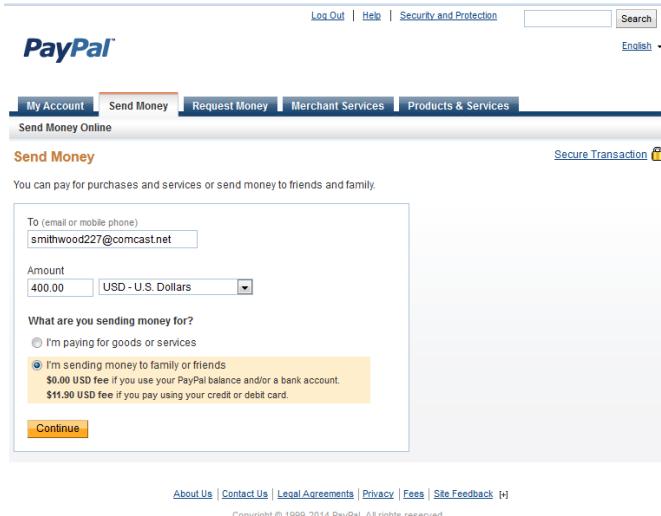


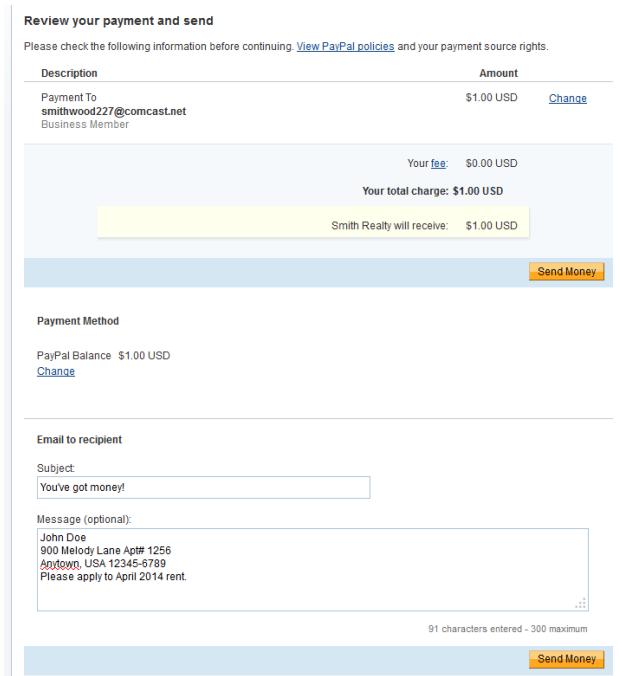
# To submit a payment using Paypal

1. Submit payments to [SmithWood227@comcast.net](mailto:SmithWood227@comcast.net)
2. Enter the amount of money to be applied towards your rent.
3. Under *What are you sending money for* be sure to select **I'm sending money to family or friends.**



The screenshot shows the PayPal 'Send Money' interface. At the top, there are links for 'Log Out', 'Help', 'Security and Protection', 'Search', and a language dropdown set to 'English'. The main navigation bar includes 'My Account', 'Send Money' (which is highlighted in orange), 'Request Money', 'Merchant Services', and 'Products & Services'. Below this, a sub-menu for 'Send Money Online' shows 'Send Money' selected. The main form area has a 'Secure Transaction' lock icon. It asks 'You can pay for purchases and services or send money to friends and family.' The recipient field contains 'smithwood227@comcast.net'. The amount is set to '\$400.00' in 'USD - U.S. Dollars'. The 'What are you sending money for?' section has a radio button selected for 'I'm sending money to family or friends'. Below this, it notes '\$0.00 USD fee if you use your PayPal balance and/or a bank account.' and '\$11.90 USD fee if you pay using your credit or debit card.' A 'Continue' button is at the bottom of the form. At the very bottom, there are links for 'About Us', 'Contact Us', 'Legal Agreements', 'Privacy', 'Fees', 'Site Feedback', and a copyright notice: 'Copyright © 1999-2014 PayPal. All rights reserved.'

4. In the paypal email message section, be sure to include the following information to ensure your rent payment is properly applied to your account:
  - a. Name
  - b. Address
  - c. Apartment #
  - d. Month to apply rent payment.



The screenshot shows the 'Review your payment and send' step of the PayPal process. It starts with a 'Review your payment and send' header and a note to check PayPal policies and payment source rights. The payment details are listed: 'Payment To' is 'smithwood227@comcast.net' (Business Member), the 'Amount' is '\$1.00 USD' (with a 'Change' link), and the 'Your fee' is '\$0.00 USD'. The 'Your total charge' is '\$1.00 USD'. Below this, it says 'Smith Realty will receive: \$1.00 USD'. A large 'Send Money' button is at the bottom. The next section, 'Payment Method', shows a 'PayPal Balance' of '\$1.00 USD' with a 'Change' link. The final section, 'Email to recipient', includes a 'Subject' field with 'You've got money!' and a 'Message (optional)' field containing 'John Doe', '800 Melody Lane Apt# 1256', 'Anytown, USA 12345-6789', and 'Please apply to April 2014 rent.' A note says '91 characters entered - 300 maximum'. Another 'Send Money' button is at the bottom of this section.

5. Click **Send Money**