

Using PayPal to Pay for NCSA Annual Conference Registration

Our online shopping cart makes payment easy. Following a few simple steps will mean you'll be registered in no time.

NCSA uses PayPal to process credit cards. You **DO NOT** need to have a PayPal account to use our online payment option.

Please have your credit card ready.

PRE-CONFERENCE REGISTRATION FEES	2019
Professional conference fee	\$130
Sustaining member conference fee	\$160
Retired Faculty conference fee	\$50
Graduate Student conference fee	\$55
Undergraduate Student conference fee with membership	\$55
Undergraduate Student conference fee without membership	\$25

Remember – conference fees include a one-year membership to NCSA. Payment of your conference fees will make you a member through December 31, 2019.

NOTE: If you have renewed your NCSA membership for 2019 PRIOR to 12/25/2018, you will need to register for the conference following the 'Yourself Only' instructions, and use the discount code sent to you.

When Registering Yourself Only for the Conference

Complete the online registration form. This information is used to communicate with you throughout the year and mailing for Sociological Focus (if applicable to your membership).

Complete the registration form, then click submit.

An online confirmation will appear and ask you to click on a link to move forward to the payment process.

NOTE: If you do NOT see the online confirmation and next step link, **scroll up to the top of the page**. At times the form stays at the bottom of the screen. If this happens, you likely are seeing what appears to be a white, blank page. Scrolling up will take you back to the top and you should see the text.

After clicking on the link in the confirmation message, you have two options on this page. As you are only submitting a conference registration for yourself, select the **'start the payment process now'** option found at the top of the page.

Select your conference registration category. Not sure if a category is right for you? Click on the category title (in red). A description will pop up.

Also select any other products to purchase or any donations you wish to make.

Click 'add to cart' to select your registration category. A popup window will indicate you have added an item to your shopping cart. Click OK.

Click 'view cart' located on the upper right. This will take you to a page to review your shopping cart. Remove any unwanted items (by clicking on 'remove' to the right of the item) prior to checking out.

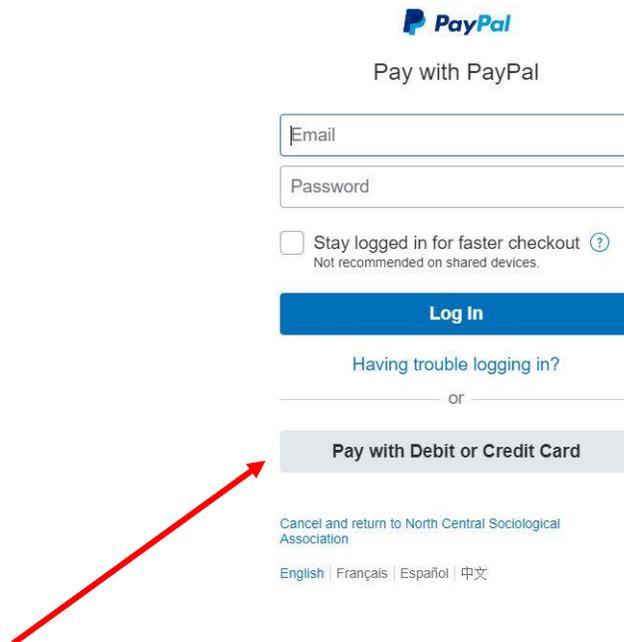


Click 'check out.' This will take you to the billing information page.

Again, if you see a blank, white page – scroll up.

Complete this form and click submit. Your only payment option is PayPal. You will now be taken to the PayPal page where you provide credit card information.

You have the option to use your PayPal account if you have one **OR** to pay with a debit or credit card. Click on your preferred choice.



Again, you do not need to have a PayPal account – you can pay with a personal or institutional credit card.

The transaction now will continue like any other online purchase. Once you complete the transaction, an online screen will show your transaction as complete. You are able to print this screen. You will also receive an email confirmation at the email address you provided in the transaction.

When Registering More than One Person for the Conference

Complete the online registration form for the first person. This information is used to communicate with the member throughout the year and mailing for Sociological Focus (if applicable to their membership).

Completing the form will proceed the same as described above.

Once you fill in all boxes on the form, click 'submit.'

You will see two options on this page. If you are registering another person, select the option to '**register someone else**' found at the bottom of the page. This will take you back to a blank registration form.

Repeat this process for each member of your group.

Once you have completed the online registration form for all members of your group, select the '**start the payment process now**' option found at the top of the page.

Select the applicable conference registration categories for all members of the group. The shopping cart allows you to indicate more than one registration in any category.

Indicate the number of people you will be registering and paying for in each category you selected. The default option is 1.

Click 'add to cart' for each of the selected registration categories.

When ready, click 'view cart' located on the upper right.

The rest of the process will proceed as described for a single person registration (see above).

TROUBLESHOOTING ONCE AT PAYPAL SCREEN

Persons who have problems once at the PayPal screen have one of several common issues.

- 1) When entering billing information for a corporate/school credit card, be sure you use the correct mailing address. Your university's accounting department should be able to provide you with this information. The most common issue is the mailing address for the card is not the address of your department but the institution's accounting department.
- 2) You might receive a message saying *account is limited*:
 - 1) This likely means the credit card you are attempting to use has not been linked to your PayPal account. Log into your PayPal account and enter your credit card as an authorized card to charge purchases to if there are no funds or not enough funds in your PayPal account to cover the registration.

2) This could also mean your savings account is not linked. You may link your savings account to your PayPal account.

A limited account is simply one that does not have available or accessible funds. PayPal requires either a credit card or bank account be linked to the PayPal user account. This ensures the vendor receives their money and PayPal that you have the funds to cover your purchases.

If you receive a message saying there is a problem with the email you are using to make the purchase. Call the PayPal support number to determine the problem. It may be the email address is not an authorized address for the account.

PayPal support options can be found by clicking 'contact us' at the bottom of their web page.