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**If you already have a PayPal account** you know what to do. Be certain to use the FAS email address (flacademyofsciences@gmail.com) and to identify the invoice number.

**If you don’t have a PayPal account**, follow these instructions, including setting up an account associated with the credit card.

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- Enter the FAS email address: flacademyofsciences@gmail.com
- Enter the amount to be paid as shown on the invoice.
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- In the drop-down menu “Your shipping address”, enter an address that could be used.
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- Click “Send Payments Now”.
- You should see a screen that states, “You’ve sent $xx.xx to flacademyofsciences@gmail.com”
- You may now log out.
- You should quickly receive a confirmation email, which you should retain for your records.