

## AsPS Online Payment Tutorial

**Step 1:** Visit the AsPS website and navigate to the Online Dues Payment page.

<http://aspsociety.org/online-dues-payment/>

**Step 2:** Click on the “Pay Now” button on the AsPS website



**Step 3:** After you click on the “Pay Now” button, you will be taken to this screen.

- To pay more than one year’s worth of dues, simply change the “Quantity” of years and then click “Update”.
- If you already have a PayPal account, you may simply log in and pay as you normally would using PayPal.

A screenshot of the PayPal payment page. On the left is a 'Your order summary' table. On the right are two main sections: 'Choose a way to pay' with a 'Have a PayPal account?' login form, and 'Don't have a PayPal account?' with a guest payment option. Blue arrows point from the text in Step 3 to the 'Quantity' field, the 'Log In' button, and the 'Don't have a PayPal account?' section.

Descriptions	Amount
AsPS 1yr Membership Dues	\$16.00
Item number: AsPSDues1	
Item price: \$16.00	
Quantity: <input type="text" value="1"/>	
<a href="#">Update</a>	
<b>Item total</b>	<b>\$16.00</b>
	<b>Total \$16.00 USD</b>

**Choose a way to pay**  
PayPal securely processes payments for aspsdues@gmail.com.

**Have a PayPal account?**

Log in to your account to pay

Email

PayPal password

[Log In](#)

[Forgot your email address or password?](#)

**Don't have a PayPal account?**

Pay with your debit or credit card as a PayPal guest

[Cancel and return to aspsdues@gmail.com.](#)

- If you do not have a PayPal account or do not wish to use your PayPal account, simple choose the second option to pay as a PayPal guest using your debit or credit card.

**Step 4:** Complete the information for your payment method

- Choices include Visa, MasterCard, Discover and American Express (AmEx)



### Your order summary

Descriptions	Amount
AsPS 1yr Membership Dues	\$16.00
Item number: AsPSDues1	
Item price: \$16.00	
Quantity: <input type="text" value="1"/>	
<a href="#">Update</a>	
<b>Item total</b>	<b>\$16.00</b>
<b>Total \$16.00 USD</b>	

### Choose a way to pay

PayPal securely processes payments for aspsdues@gmail.com.

[Have a PayPal account?](#)  
Log in to your account to pay


**Pay with Bill Me Later<sup>®</sup>, Debit or Credit Card**  
Pay with your debit or credit card, or with Bill Me Later<sup>®</sup>

Country:

Bill Me Later<sup>®</sup>, a PayPal service  
Enjoy **6 months to pay** on purchases of \$99+.  
[See terms](#)

Credit Card

Card number:

Payment Types: 

Expiration date: mm / yy  
 /

CSC:   
[What is this?](#)

First name:

Last name:

Address line 1:

Address line 2 (optional):

City/State:

ZIP code:

Telephone: 555-555-1234

Email:

[Review and Continue](#)

Payments processed by **PayPal**

[Cancel and return to aspsdues@gmail.com.](#)

- Once your information is complete, click **“Review and Continue”** to review the details of your order before submitting.



**Step 5:** Review your information and ...

- If you wish to include special instructions, such as the year to which the dues should be applied, or clarification of member name if different than that which appears on your method of payment, click on **“Add”** to type those instructions and then click **“Save”**.

**Your order summary**

Descriptions	Amount
AsPS 1yr Membership Dues Item number: AsPSDues1 Item price: \$16.00 Quantity: 1	\$16.00
<b>Item total</b>	<b>\$16.00</b>
<b>Total \$16.00 USD</b>	

**Review your information**

**Special instructions**  
Special Instructions: [Add](#)

**Payment methods**  
Credit/Debit Card : MasterCard XXXX-XXXX-XXXX-XXXX \$16.00 USD  
This transaction will appear on your bill as PayPal \*ASPSDUES.

**Contact information**  
youremail@email.com

[Pay Now](#)

Payments processed by **PayPal**

[Cancel and return to aspsdues@gmail.com.](#)

- If all of your payment information is complete, simply click **“Pay Now”**.

**Step 6:** Check your email for a receipt for your payment.