

PENNSYLVANIA  
FUTURE BUSINESS LEADERS OF AMERICA  
**DIRECTIONS FOR PROCESSING A CREDIT CARD TRANSACTION**  
(using the secure site of PayPal)

All credit card payments must be accompanied by a Credit Card Processing Form (this form is used by PA FBLA to track and categorize each transaction). You do not need a **PayPal** account to use this site.

Below are the steps for accessing **PayPal** on the web site and processing a credit card transaction:

1. Log on to pafbla.org.
2. Click the Downloadable Files Menu on the left side.
3. Scroll to the January 2012 State Leadership Conference Forms.
4. Scroll to the Exhibitors, Sponsorships, Program ads, Promotional Opportunities and Judges' Section.
5. Click the Credit Card Processing Form (excel spreadsheet on which you can type)
6. Complete the Credit Card Processing Form either manually or as an excel spreadsheet

**Complete the Credit Card Processing Form BEFORE moving on to Step 7.**

7. Enter the **Name of Person** submitting the transaction
8. Enter the **Name of School/Organization**
9. Click "**Pay Now.**"
10. On the "Your Order Summary," enter the "**Item Price.**" (This amount is on **LINE AA** of your Credit Card Processing Form.  
This is the TOTAL TRANSACTION AMOUNT **before** the 3% convenience fee is automatically added.)
11. Click **Update**. (Notice that a line item called "Tax" appears. Tax is not added to your order. The "tax" is actually the 3% convenience fee.
12. **Choose a Way to Pay** and then follow the prompts on the screen.

Note: Once you choose a way to pay, the options and prompts differ from user to user due to the cookies saved on your computer.

13. Use **PayPal** account if you have one; if not, select "**Don't Have a PayPal Account.**"
14. If you select, "Don't Have a **PayPal** Account, select "**Pay with your Debit or Credit card as a PayPal Guest.**"
15. Enter requested information. When done, click "**Review & Continue**" and follow the prompts on the screen.
16. Complete the Credit Card Processing Form and submit it by e-mail to Janet Skiles, Conference Coordinator at [jskiles@pafbla.us](mailto:jskiles@pafbla.us) along with the related registration or request forms. The Credit Card Processing Form provides PA FBLA with the details needed to categorize the transaction.

If you have any questions regarding using **PayPal**, please contact Janet Skiles.