

If you don't have a Paypal account, you can learn more about Paypal and create an account at [www.paypal.com](http://www.paypal.com). You can link your credit cards (AMEX, Visa, Mastercard, Discover, Check/Debit Card) as well as your banking accounts to your Paypal account. **Please note, you must allow a few days to get your Paypal account set up. Don't expect to use it instantly as they'll verify the information you provide them.**

## **INSTRUCTIONS FOR MAKING STEPS 'N MOTION PAYMENTS WITH PAYPAL**

Log in to [www.paypal.com](http://www.paypal.com) using your e-mail address and password.

Click the **SEND MONEY** link.

In the **TO** section, enter our e-mail address: [office@stepsnmotion.com](mailto:office@stepsnmotion.com)

Enter the amount of your payment , make sure **USD – U.S. Dollars** is indicated and make sure **SERVICES/OTHER** is checked.

Click **CONTINUE**.

In the **REVIEW YOUR PAYMENT AND SEND** area, make sure the amount is correct and that the **PAYMENT TO** area says [office@stepsnmotion.com](mailto:office@stepsnmotion.com).

Scroll down to make sure you're using your preferred payment method. Click **CHANGE** if you need to change your payment method.

In the **E-MAIL TO RECIPIENT** area, change **SUBJECT** to read, "**Tuition Payment from \*Your Name\***"

In the **MESSAGE** area, you **MUST** enter your **dancer's name** and **what your payment is for** (for example, October tuition or Costume Deposit). **Please begin including your Account # provided on your Payment Calendar once they've been handed out in mid-September.**

Click **SEND MONEY**

The next screen should say **YOUR MONEY HAS BEEN SENT.**

View and/or print your receipt by clicking on the **MY ACCOUNT** tab. Choose the appropriate transaction and click on **DETAILS.**

**IMPORTANT: It is your responsibility to make sure that you include details about who your payment is for and what the payment is for. We cannot post your payment to your account without this information. This is particularly important if your Paypal account is in a different name than your dancer's name. Please feel free to include as much detail as you can. Paypal limits you to 300 characters in the message area.**

*The ability to make payments via Paypal is offered as a courtesy to our families at Steps 'N Motion. Questions about your Paypal account can be answered by logging into Paypal and exploring their products & services. Questions about your Steps 'N Motion account should be directed to Ann at 704-845-1180 or office @stepsnmotion.com.*

***Thank you for working with us as we add this new payment option.***