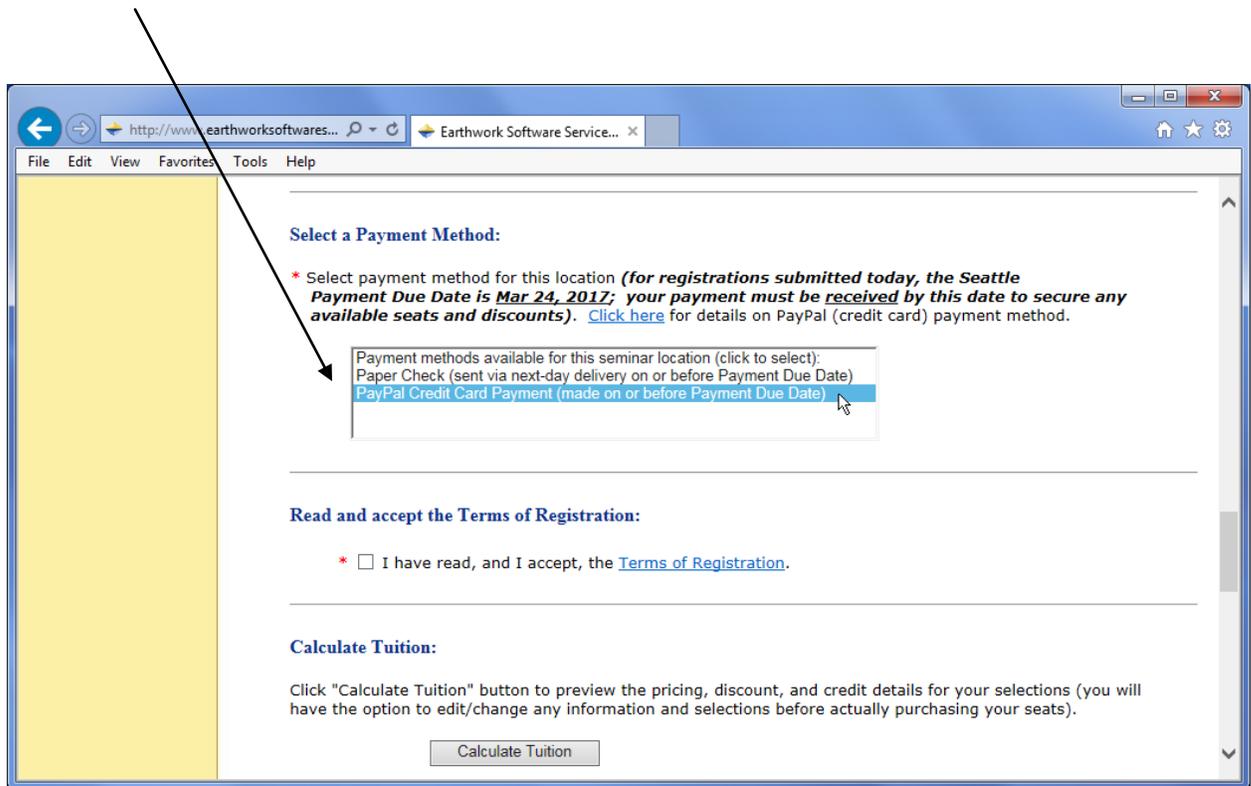


## Credit Card Tuition Payment Using PayPal

PayPal is a popular and secure third-party online payments processor that can be used to pay your Earthwork Software Services seminar tuition invoice using any major credit card (Visa, MasterCard, American Express, or Discover). A PayPal account *is not required* to pay by credit card via PayPal and PayPal *will not* charge you a fee for processing your credit card payment. Follow these steps to pay your invoice by credit card using PayPal:

**Step 1:** Select the PayPal payment option when registering for the AGTEK seminar at [www.earthworksoftwareservices.com/reg.aspx](http://www.earthworksoftwareservices.com/reg.aspx).

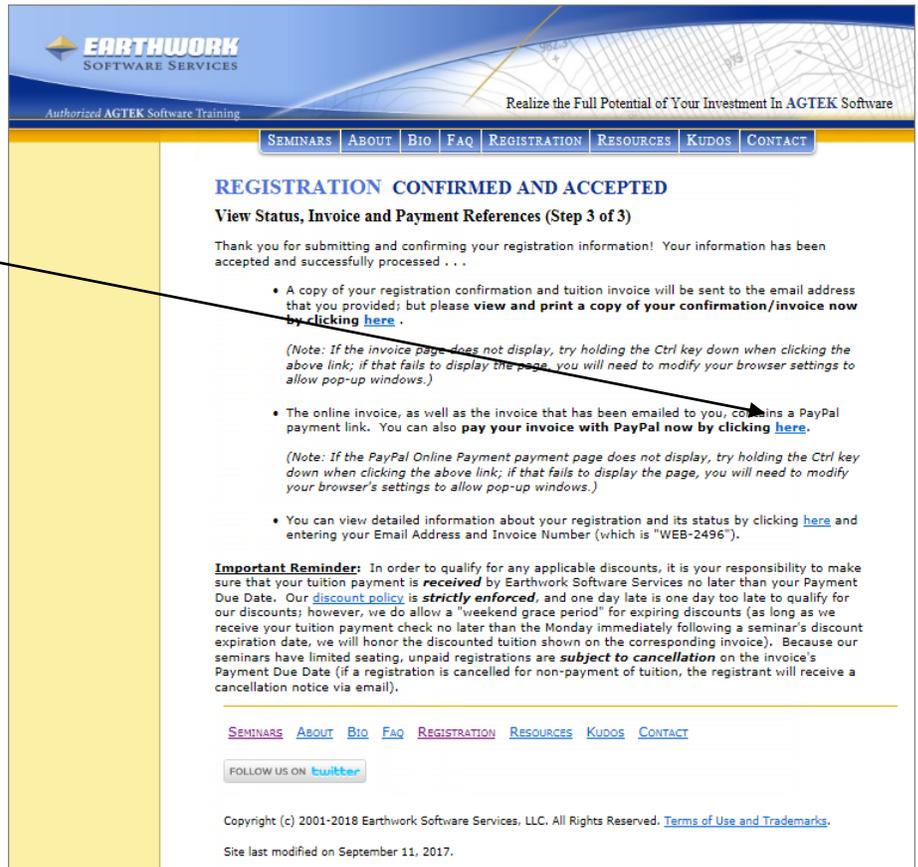


### Notes:

- If you don't select the PayPal payment option in Step 1 and you later wish to pay via PayPal, call 888.682.4842 or send an email to [payments@earthworksoftwareservices.com](mailto:payments@earthworksoftwareservices.com) and request activation of the PayPal payment option (please provide your registration Invoice #).
- Selecting the PayPal payment option in Step 1 does not prevent you from paying your seminar tuition by check if that's what you wish to do.

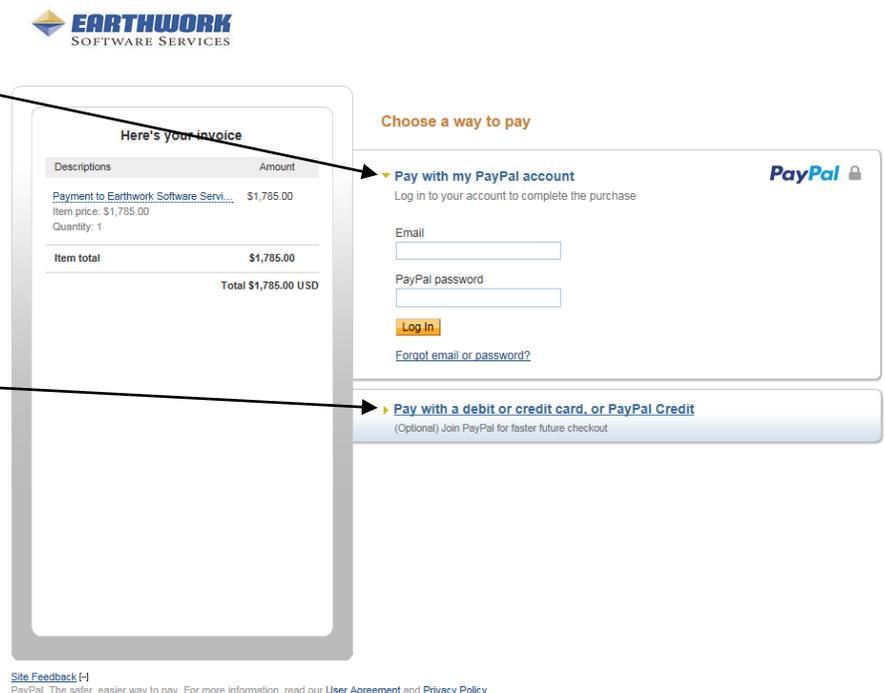
**Step 2:** On the *Registration Confirmation* page that displays immediately after completing your registration, click the PayPal payment link to make your tuition payment (see Step 3).

**Tip:** If you don't make your PayPal payment from the Registration Confirmation page, use the PayPal payment link included in the emailed copy of your registration confirmation/invoice.



**Step 3: (Option 1)** To pay the invoice using an existing PayPal account, enter the corresponding *Email* and *PayPal password* then click "**Log In**" and complete your payment as usual, or

**(Option 2)** if you don't have a PayPal account, click the "**Pay with a debit or credit card**" link and follow the prompts to complete your payment.



**Tip:** Although an existing PayPal account is not required to proceed from Step 2, if a PayPal account has already been established for the credit card that you wish to use it will take fewer steps to complete your payment if you log in to your PayPal account (use Option 1 above).

**Step 4:** Was your payment completed successfully?

**Yes, payment was completed ...**

- A PayPal payment confirmation page displays (print it for your file).
- A backup confirmation is also emailed to you directly from PayPal.
- Your PayPal payment will appear on your credit card statement as "**PAYPAL EARTHWORKSO**".

**Note:** *Please advise your accounting department that you have made this credit card payment via PayPal—if your accounting department disputes it as an unauthorized charge, the resulting "chargeback" could prevent you from being admitted to the seminar!*

**No, payment was not completed ...**

- A PayPal error message prevents you from completing your payment.
- **Speak with a PayPal representative** by calling PayPal's Help Center at (402) 935-2050 (4:00 AM PDT to 10:00 PM PDT Monday through Friday and 6:00 AM PDT to 8:00 PM PDT on Saturday and Sunday).
- If you are unable to resolve an error and complete your PayPal payment, you can always pay your seminar tuition invoice via paper check **payable to Earthwork Software Services LLC, 3440 Lismore NW, Conyers, GA 30012 USA.**

**Note:** If an applicable [Early-Payment Discount Cut-Off Date](#) is approaching, be sure to send your check via expedited delivery (next-day delivery service by United Parcel Service, FedEx, etc.) to be sure that your check is received on or before the invoiced payment due date.