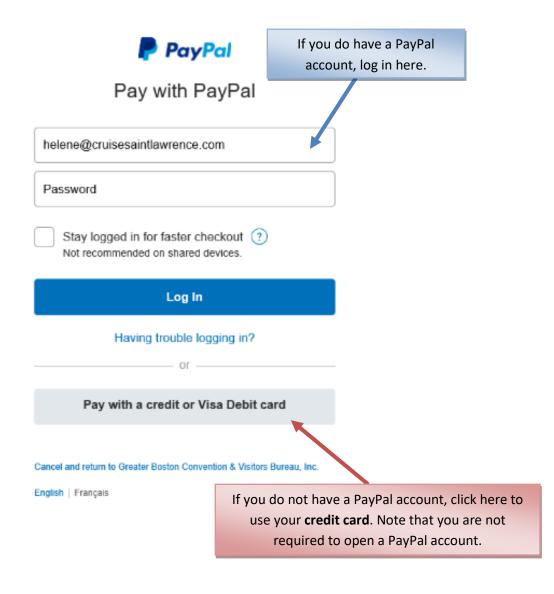
Guidelines for completing payment via the secure PayPal website

Once you have completed your registration form, click on the Send button.

You will be redirected to the secure PayPal website.

Window # 1 on the PayPal Website

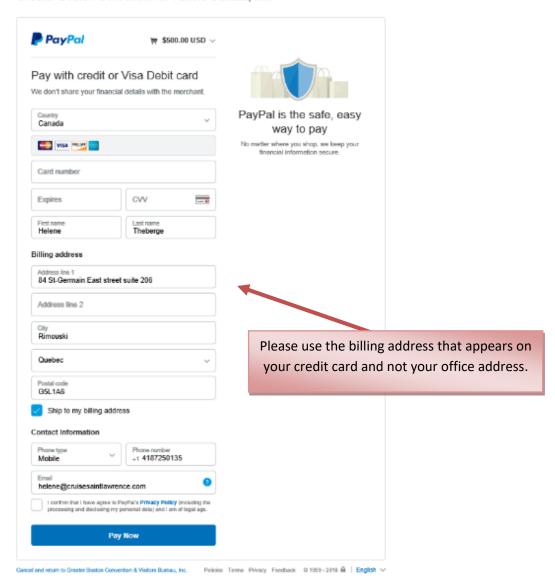
When the window below appears, follow the instructions in the boxes to complete your transaction:



Window # 2 on the PayPal site

Below is the PayPal form that you need to complete with your credit card information.

You must use the billing address shown on your credit card, if you use your personal card, please enter your home address.



Greater Boston Convention & Visitors Bureau, Inc.

Please note that, for reasons beyond our control, PayPal does not accept all credit cards. If your card is not accepted, try another card. You will have to re-enter card details on the form to complete your transaction. You may always cancel your PayPal transaction and re-register using the **Bill me later** option.

Window # 3 on the PayPal site

In the next window, you will see your payment confirmation. You can print this confirmation by clicking on the right button of your mouse. You will receive an e-mail message from PayPal confirming your payment. This message, which includes a transaction number, is your official receipt and proof of registration. Print out a copy and keep in your Symposium file.