

### 3.1 CHECKING PAYMENT

- When reviewing registrations, payment must be checked.
- Go to the PayPal website [www.paypal.com](http://www.paypal.com) and click log in. Our account name is [membership@allto.ca](mailto:membership@allto.ca) The password will be provided individually.
- Check the list of names and amounts that appear. If the name is not there, or the amount is insufficient, contact the member to pay and give this direct link so that they can bypass another registration  
<http://www.allto.ca/thankyou2.html>

NOTE: The complete list of payments can be found as follows:  
On the right hand side of the screen you will see **Transactions**. Click on **More >** and change the dates for the time period you wish (under **Activity**). If you can't find a name, enter it in **Search** on the right-hand side of the screen.

- When facilitators register, the Review User Registration layout will show their payment code (see table). Facilitators often pay the full amount or more than required. *For any amount different from that in the Amount Paid dropdown box, first enter the amount required, and then the difference in 'Other.'*

PAYMENT CODE		
nil	Sole	Sole facilitator
\$90.00	Co	Co-facilitating a workshop
\$120.00	Tri	Facilitating a workshop with 3 facilitators
nil	Co x 2	Co-facilitating two workshops

- If a member has overpaid or paid twice, email to let them know and to check whether the second payment might be for another registration. Make NOTES on any contact and response.
- If a refund is required, notify the Chair to issue a refund. FYI PayPal allows refunds up to 60 days after payment. *After 60 days, we charge an administrative fee of \$5.00. After September 30, no refunds are given.*

VIM: 5/13/2017