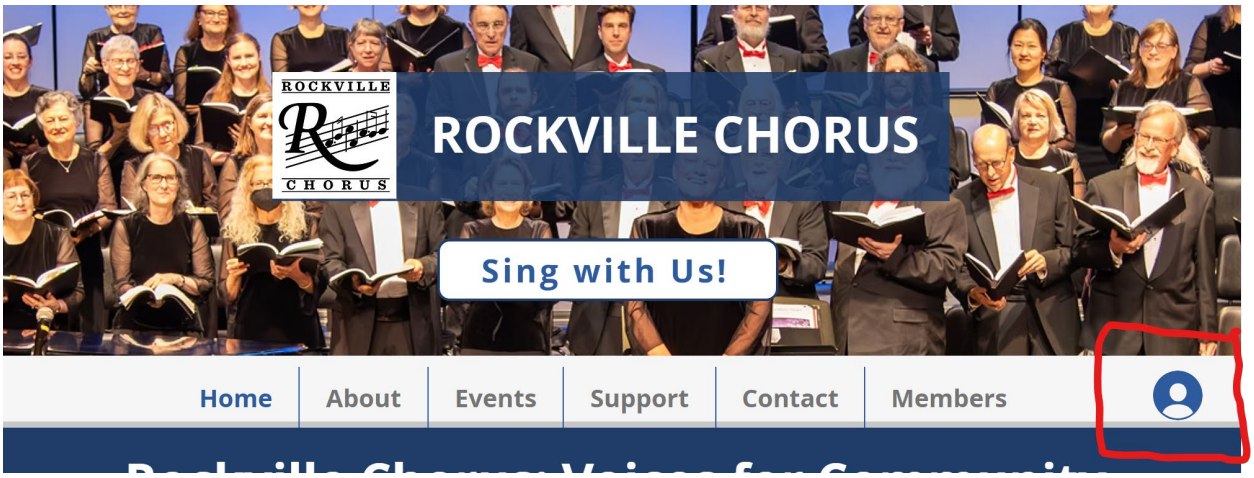
Instructions for Paying Rockville Chorus Semester Dues ONLINE

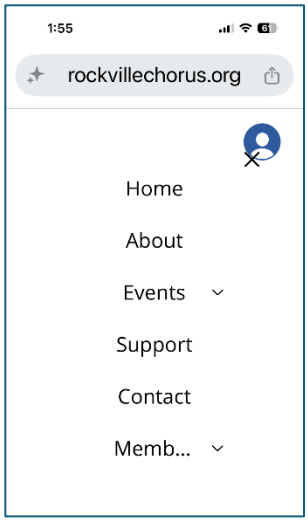
- Visit www.rockvillechorus.org/registration
- Complete steps 1 & 2 on that page (registration form, and City of Rockville registration.)

Pay semester dues online

1. **FIRST, LOG OUT OF THE WEBSITE.** Scroll up to the top of the site and look at the horizontal menu under the picture.
   Find the Member icon at the right end of the Menu.



On a phone, click on the 3 horizontal lines in the upper right, and it will look like this ->

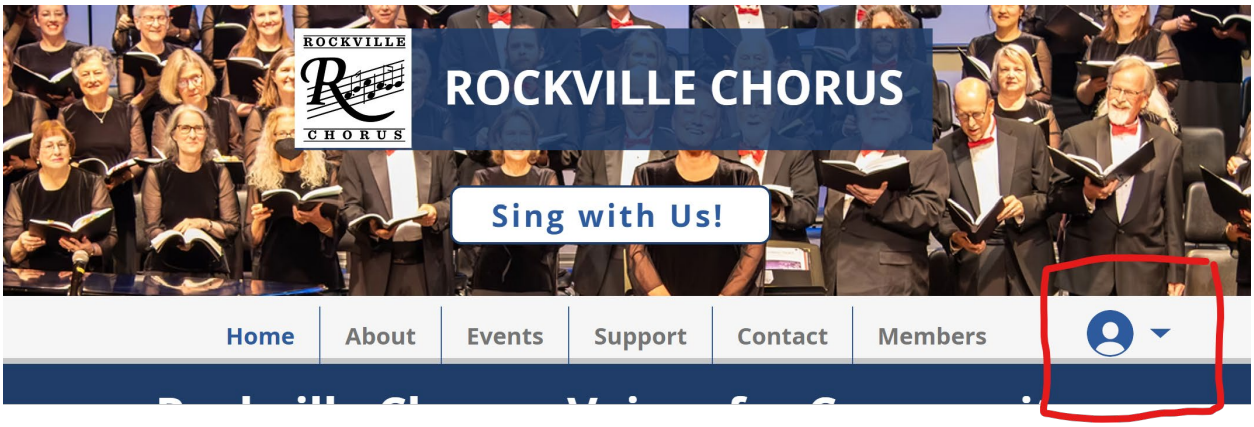


If it looks like this

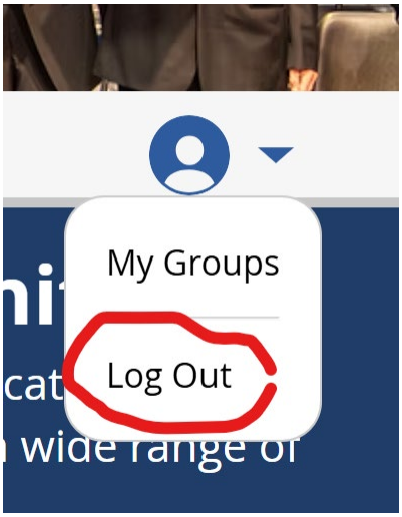


with no arrow next to the icon, you are not logged in and you can move on to Step 4.

2. If it looks like this image below, with an arrow next to the icon, you need to log out.

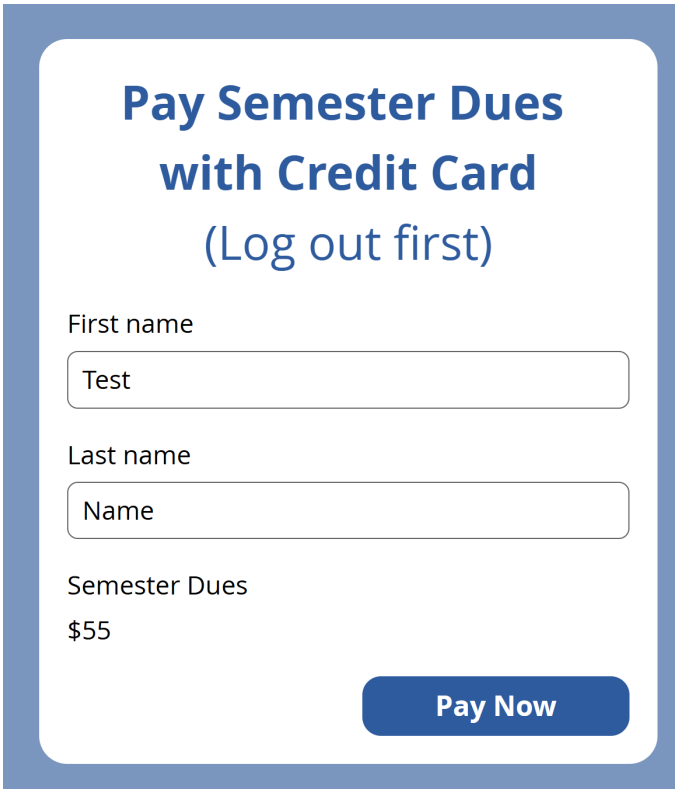


3. Click on that arrow and choose Log Out.

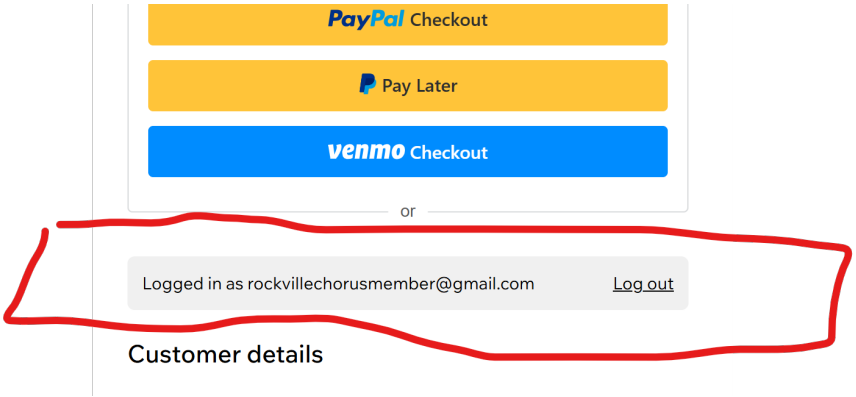


Now Move on to step 4.

4. Scroll down, fill in your name, and click Pay Now.

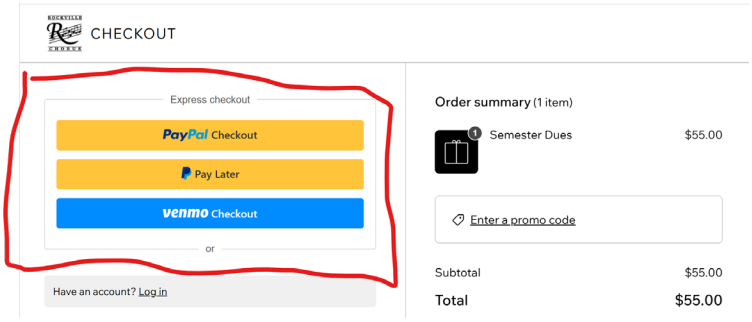


5. On the next screen, check again that you are not logged in. If you see this:

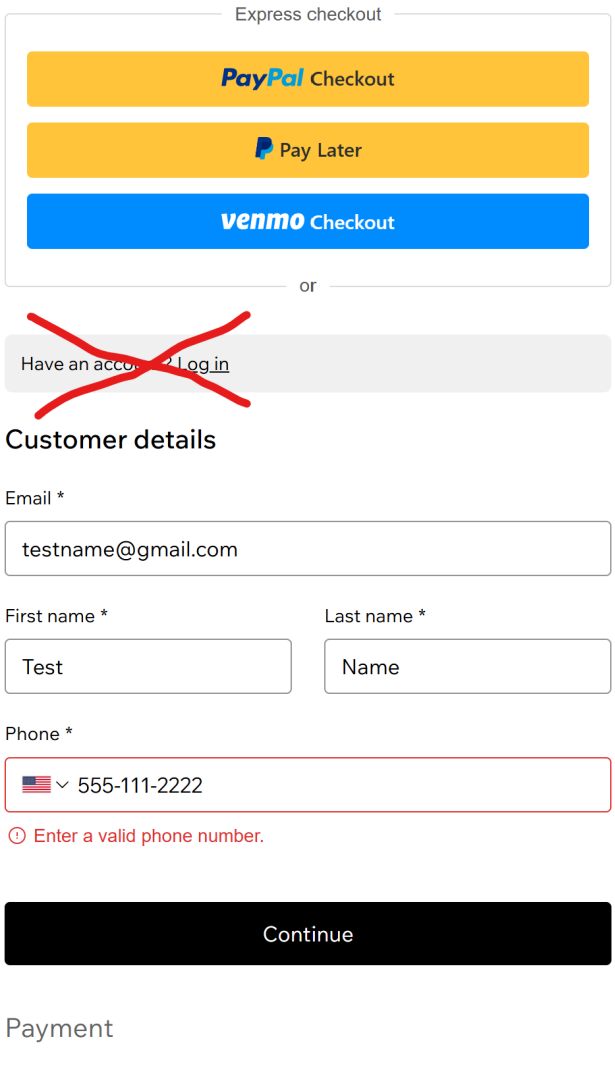


Then you MUST click on that “Log Out” before continuing. Otherwise, others may see your payment info, and you won’t get an emailed payment receipt. Once you confirm you are logged out >>

6. You can choose to pay with Venmo or Paypal.

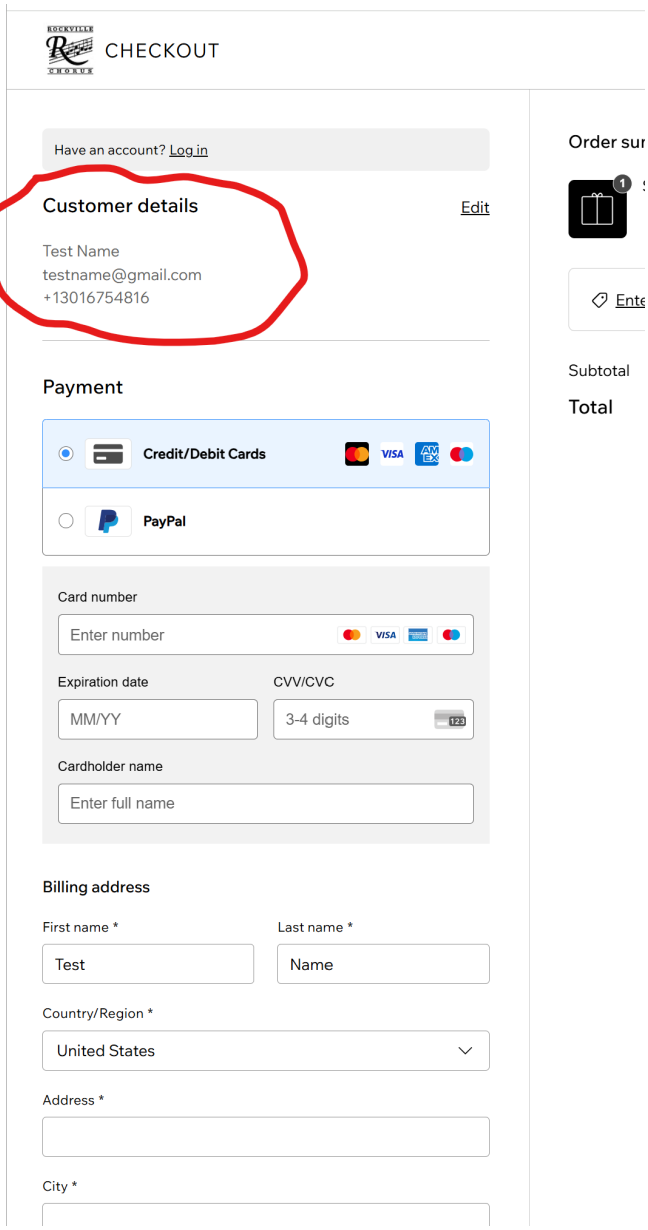


7. OR continue to pay directly with a credit card.



Do NOT choose to log in. Fill in your email and phone and click Continue.

8. On the next screen, check that YOUR name and email are showing at the top, then fill in the rest of the information.



9. Click Place Order and Pay at the bottom of the screen. Do NOT choose to save your information, if given a choice.

You're done. Thank you.