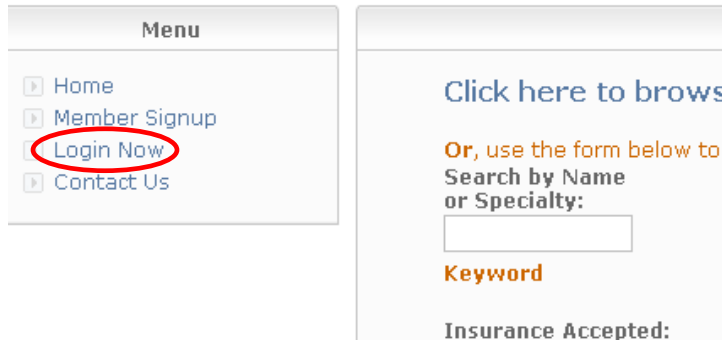


# How to Pay your Annual Renewal

You will need:

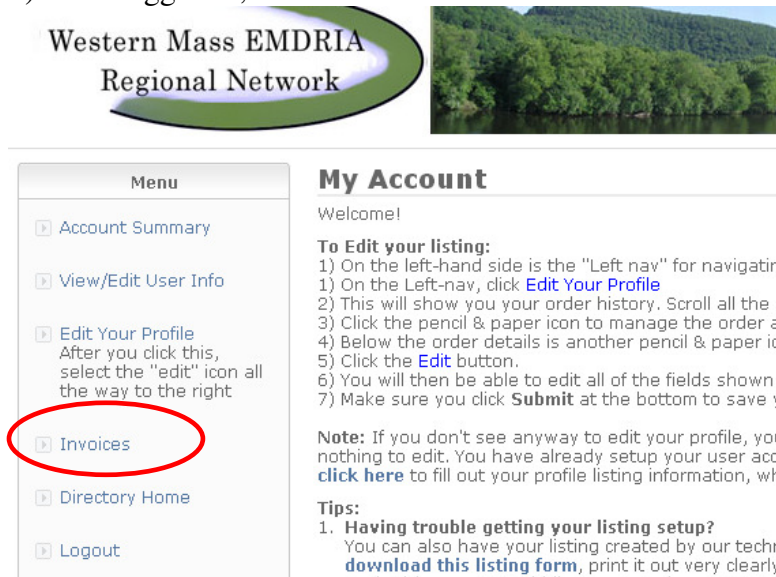
- 1) Your username & password
- 2) Credit Card

Go to the directory: <http://www.wmassemdria.com/directory/>  
And click "Login Now" on the left column.




- 2) Login with your username and password. If you have trouble, try the "Forgot your password" function. If you still have trouble, you can email for support to: [admin@wmassemdria.com](mailto:admin@wmassemdria.com)

- 3) Once logged in, click "Invoices" on the left column.



4) This lists all “Invoices” for your user account.  
To pay your invoice, click the “Pay Invoice” text link



**Western Mass EMDRIA  
Regional Network**

### Menu

- Account Summary
- View/Edit User Info
- Edit Your Profile  
After you click this, select the "edit" icon all the way to the right
- Invoices**

### Invoices


1 found, Page 1 of 1 Page:

INVOICE ID	ORDER #	DATE	DATE DUE	TOTAL	BALANCE	PAYMENT STATUS	MANAGE
183	1504396280	10-16-2012	10-16-2012	\$35.00	<b>\$35.00</b>	<b>Unpaid (Pay Invoice)</b>	

Results 1 - 1 of 1 << [1] >>

**To Pay By Check:**  
Please mail your check payable to:

5) This page shows additional details about your payment, but you don't need to enter anything. Click “Submit” at the bottom.



**Western Mass EMDRIA  
Regional Network**

### Menu

- Account Summary
- View/Edit User Info
- Edit Your Profile  
After you click this, select the "edit" icon all the way to the right
- Invoices**
- Directory Home
- Logout

### Pay Invoice

**User Details**

First Name:

Last Name:

Email:

Address Line 1:

Address Line 2:

City:

State:






Country:

Zip Code:


Phone:

**Payment Method**

Payment Method: \*  PayPal

6) On this page, you see a payment summary, click “Pay Now” at the bottom



**Western Mass EMDRIA  
Regional Network**

---

**Menu**

- Account Summary
- View/Edit User Info
- Edit Your Profile  
After you click this, select the "edit" icon all the way to the right
- Invoices
- Directory Home
- Logout

**Payment Summary**

Payment Summary

Invoice ID:	183
Payment Method:	PayPal
Subtotal:	\$35.00
Tax:	\$0.00
Total:	\$35.00
Balance:	\$35.00

**User Details**

First Name:	
Last Name:	
Email:	
Address Line 1:	
Address Line 2:	
City:	
State:	
Country:	
Zip Code:	
Phone:	

From there, you are taken to PayPal.com to complete your payment.

There you can pay with your credit card.