



Making a Payment Using a Credit or Debit Card Without a PayPal Login

You do **not** need to join PayPal to process your credit or debit card payment. This procedure is for anyone who does not want to create or use a PayPal account.

After you complete IGSI's Join, Renew, or Donation form, an Order screen will appear. You can print your order by clicking "**Print Membership/Donation Order.**" Note that you have not paid yet at this point.

1. **Click "Pay Now."** PayPal will open in a new window.
 - To pay *without* a PayPal account: click "**Pay with Debit or Credit Card,**" then continue to Step 2 below.
 - To pay *with* a PayPal account: enter your email address and follow the standard PayPal login process.
2. PayPal will prompt you for your email address (required). Enter it, then click "**Continue to Payment.**"
3. Enter your payment details: phone number, card number, expiration date, CVV, and billing address.
4. PayPal will show a checked box labeled "**Create my PayPal account for Purchase Protection on eligible purchases.**" Uncheck this box.
5. Once unchecked, the button will change from "Create my PayPal account" to "**Continue as Guest.**" Click "**Continue as Guest.**"
6. PayPal will confirm your address details and process the payment. You should see a "**Payment Successful**" message.
7. PayPal will send you a confirmation email.

Note: Members can log in to the IGSI website and view their payment under their Profile. If your payment was for an IGSI membership, your login information is included in your Welcome email.