

## **PAYPAL**

Using Paypal:

- Sign on to Paypal.com
- Select "Send Money" tab
- Enter in the TO box – [centraloffice@ihima.org](mailto:centraloffice@ihima.org)
- Enter the dollar amount you are paying for your registration or ROI order
- Mark services or goods
- In the comment field enter your name and what seminar/ROI order you are paying for
- Press Send money
- Please print your receipt from paypal and email along with your registration/order form to Central Office at [centraloffice@ihima.org](mailto:centraloffice@ihima.org) or fax to 812-481-2120.

Note: It will take two (2) business days to set up a personal or office paypal account. Plan accordingly for POSTMARK DEADLINES.