



## LAD On-Line Membership Registration INSTRUCTIONS

Follow these steps to sign-up:

- 1) If you don't already have an account with PayPal, then sign-up for a PayPal account at [www.paypal.com](http://www.paypal.com)
  - a) From the home page, select "sign-up" in the upper right hand corner
  - b) Select the option that will suit you best → suggest "Personal"
  - c) Enter the required fields and continue to follow the directions
- 2) If you already have a PayPal account or after you've set one up, go to [www.losangelesdistrict.org](http://www.losangelesdistrict.org)
  - a) The Webpage should look like the LAD registration form we have been using
  - b) Enter the requested information--*don't forget to volunteer for a committee!!!* (requested but not required)
- 3) Select the type of membership that is appropriate for you then click the "Submit Information" button in the lower right hand corner.
  - a) Since it is after June 31, the usual late fee is applied
- 4) If choosing to pay through PayPal, please select "Click to pay with PayPal" otherwise mail your check into Jacqui (address on membership form)
  - a) If paying through PayPal, a \$1 service fee is applied because PayPal charges us to use their system
  - b) Continue by signing into your PayPal account and following the directions from there
- 5) You will receive a confirmation e-mail notifying you of your registration and a second one from PayPal notifying you of your payment. And that's it!!!

Please note that LAD does NOT have access to your PayPal payment information we will only know that you paid.

PLEASE NOTE: PayPal will not e-mail you requesting payment information nor your PayPal account information. If you do receive such an e-mail, please, **do not** respond to it and delete it immediately.