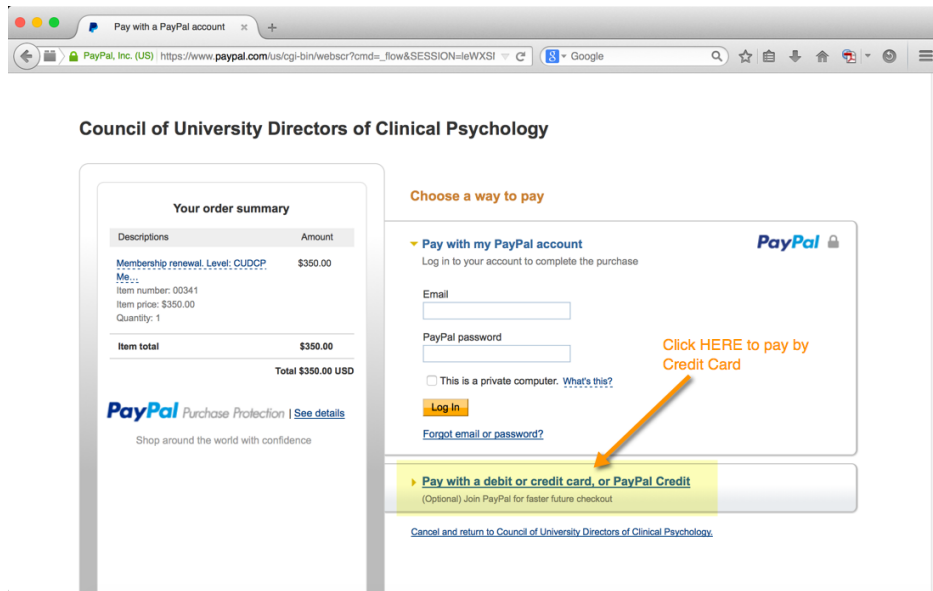# Paying CUDCP Annual Dues Online

1. Visit www.cudcp.org (or www.cudcp.wildapricot.org) and log in with your program's email (usually the DCT's) and password. If you have forgotten the password, click on "Forgot password" link to reset. Will need access to the DCT's email. If you don't have that, contact cudcp.treasurer@gmail.com for assistance.

2. If you owe dues, immediately after logging in you should see the screen below. If you don't see that, you can recall it by clicking on the "Balance Due" link in the messages box in the lower right off your window.

3. If you wish to pay by check/mail, you could either print this screen or the emailed invoice and mail payment.

4. To pay online (our preferred method), click on the "pay online" button. You will be redirected to PayPal to pay. **Important: We use PayPal as a credit card processor only. You are <u>not</u> required to have or use a PayPal account to pay online.**

5. If you see the screen below requesting you to use a PayPal account, click on the link shown below to "Pay with a debit card or credit card."



6. Once you get to this screen, I think you can take it from here. After completing the payment process at PayPal your program's dues will be recorded and you will be redirected back to the CUDCP website.