

McKee Elementary PTA

How to Pay with PayPal

McKee PTA has a **PayPal account** which can be used to make electronic payments. This allows you to avoid the hassle of sending cash to school with your child and/or waiting for that check to clear!

Requirements: You must have a PayPal account. If you don't have one, you can create one for free at paypal.com.

How to send a payment:

- 1) Go to www.PayPal.com.
- 2) Login to your account.
- 3) Choose the **'Send or Request Money'** option.
- 4) Choose the **'Send Money'** option.
- 5) Enter PayPal@McKeePTA.com
- 6) Enter the Dollar Amount You Wish to Send
- 7) Choose **'Sending to a Friend'**.
 - a. The other options will incur fees!
- 8) On the 'Add a Note' line, enter the following:
 - a. Your Childs Name/Grade
 - b. PTA Committee Name, or other reason for sending the payment
 - c. Ex: (John Doe/3/McKee After Three)
- 9) Press 'Continue'.
- 10) Choose the bank account that you want to pay with (if you have more than one linked), then click 'Next'.
- 11) Verify that all of your information in correct, then press 'Send Payments Now'.

That's it! Your Billing Statement will say 'McKee PTA'.

If you have any questions or problems, please contact the PTA Treasurer at Treasurer@McKeePTA.com.