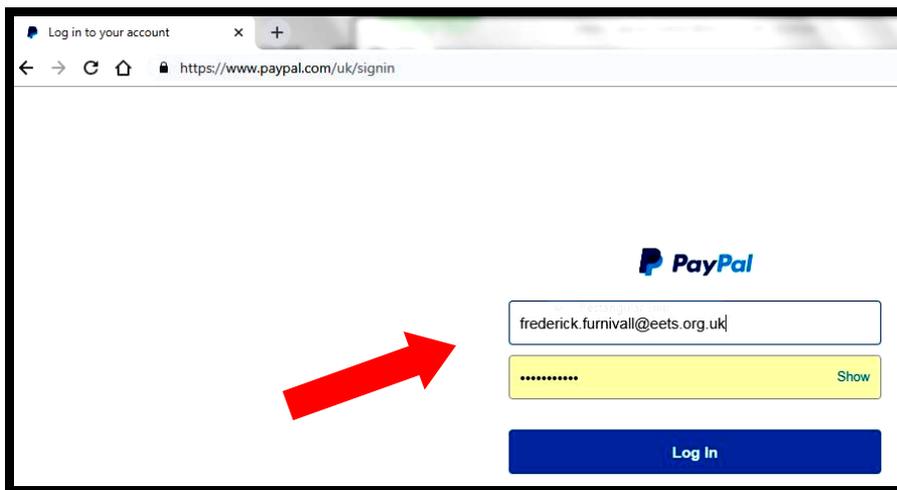


## How to make one-off payments on PayPal

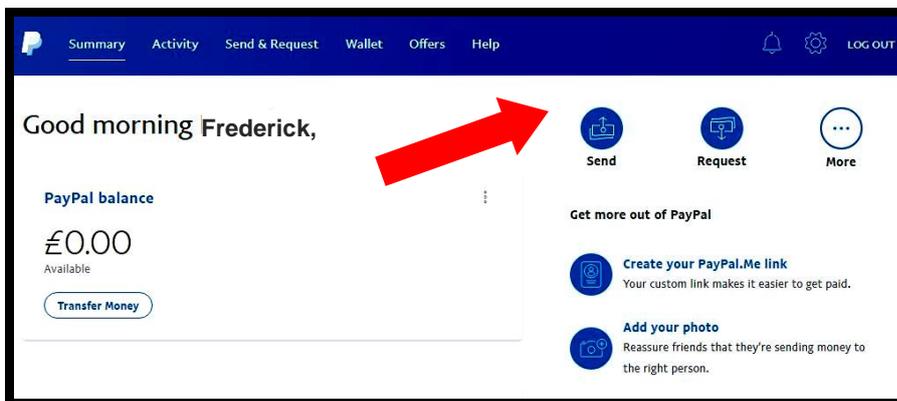
After you have paid your regular subscription, you can send us one-off payments, to top-up your allowance against subscription and pay for substitutions that cost more than allowed.

To make this extra 'top up' payment, you don't use our webpage. Instead, search for PayPal's own webpage, [www.paypal.com](https://www.paypal.com). (You'll have registered your address and a password when you subscribed to the EETS.) The 'Login' button usually appears top right.

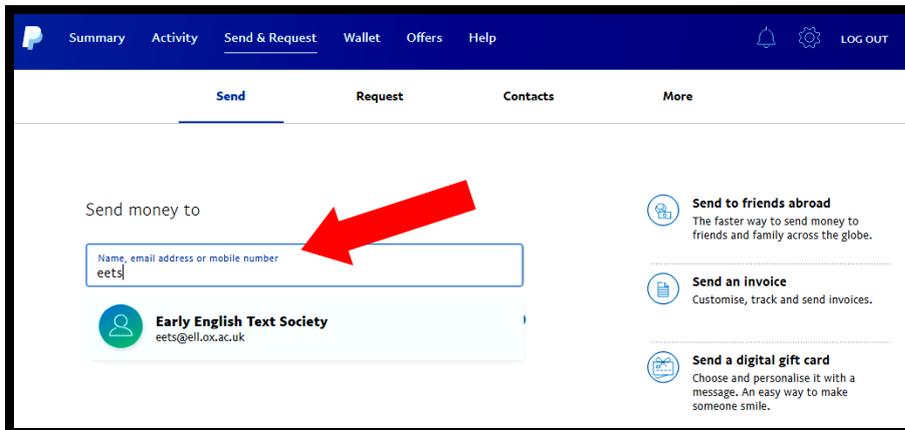
Then sign in with the email address which you used to subscribe to the EETS.



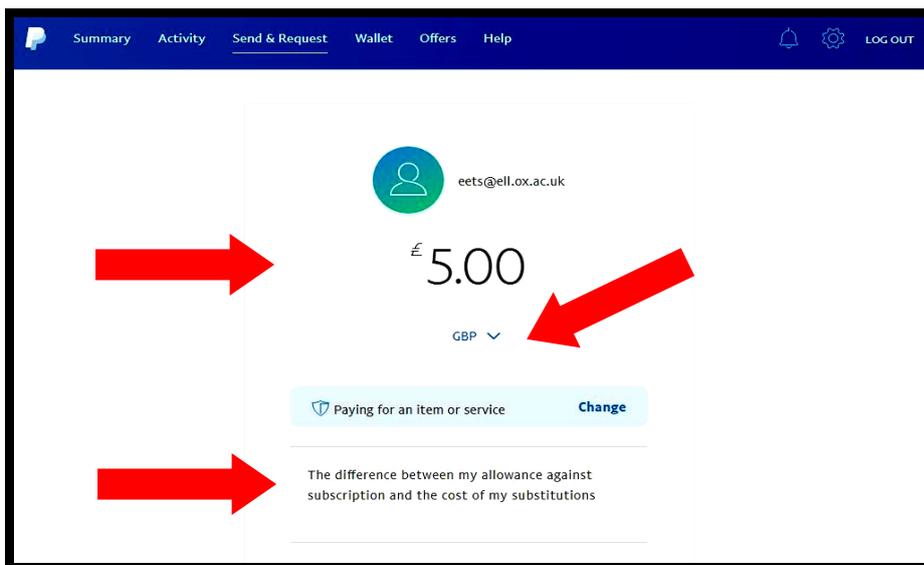
Choose 'Send' to send us the extra payment.



Begin typing our email address. As you've already subscribed to us, PayPal should remember and show you our details.



Then enter how much you would like to pay us – usually the difference between your allowance against subscription and the cost of your substitutions. Don't forget to select which currency you pay in (GBP or USD). And you can add a note why you're sending us this (e.g. 'to cover my substitutions'). That would help our Membership Secretary!



And then it'll ask you to confirm your postal details and agree to the payment. And all should be well.