We can process credit cards through <u>www.paypal.com</u>. This company is well-respected for processing payments, and they have good security. Friends of the Greenwich Library and Oral History will have no access to your credit card or bank account information.

- Please log in or set up an account (using either your credit card or bank account for payment).
- When you sign in, the tab at the top of the page will say "Send & Request" tab.
- Then select "Pay for Goods or Services."
- Enter the email address: <u>friends@greenwichlibrary.org</u> and press "Next."
- Enter the amount you are sending: \$ _____ in U.S. Dollars.
- In the "Notes" section, please tell us what items you are ordering, as well as whether you'll pick up the books at our office (select "no address"), or if you want them shipped (enter or select your shipping address).
- Select "Continue."
- Confirm the amount and your method of payment (credit card or bank withdrawal).
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- The next page will confirm that the transaction was a success.
- As a courtesy, please forward a copy of your confirmation email to: <u>ohistory@greenwichlibrary.org</u> and please let us know what you items you are requesting.

Thank you.

Robin Edelston <u>ohistory@greenwichlibrary.org</u>

Ann Shafqat <u>friends@greenwichlibrary.org</u>