

PayPal Instructions

When you begin to fill out the renewal forms, make sure you include the correct information in ALL fields to insure the National Secretary has all the information needed to process your new cards. Once you've filled out the form, simply click on the "Add to Cart" button. It will take you to the shopping cart to view what you've input. Should there be a mistake in you're info in the Shopping Cart , simply click the "Remove" tab next to the incorrect data and then click on the "Update cart" button at the bottom to remove the data. You can then click on "Continue shopping" and you will be sent to the form area to complete the data again. You can toggle back and forth to the cart by clicking the "View Cart" button if you need to check any info that's been input.

If you choose to renew more than one membership, you can click on the "Continue shopping" button and repeat this as many times as you need to get all the members information you want to renew in the cart.

If you get a warning (according to your browser settings) that you are transmitting unsecured data , that is not a problem as the RGA website is not a secured website and you're just inputting your membership info. Once all you're info is complete and you click on the "Proceed to checkout" button, you will advance to the area where you will need your Credit Card or setup a PayPal account (which is free) if you wish to renew by E-Check. Some may have a PayPal account already.

Once you input your Credit Card info your information WILL be processed on a secure server to protect your card or check information. Once the processing is complete, you will receive an email notifying you of the transaction and will give you a transaction number. The National Secretary will also receive notification the money has been transferred along with a copy of all your renewal information so she can process your 2010 RGA membership cards.

Note: You can exit the process at any time before entering your Credit Card information by clicking the "Home" button.