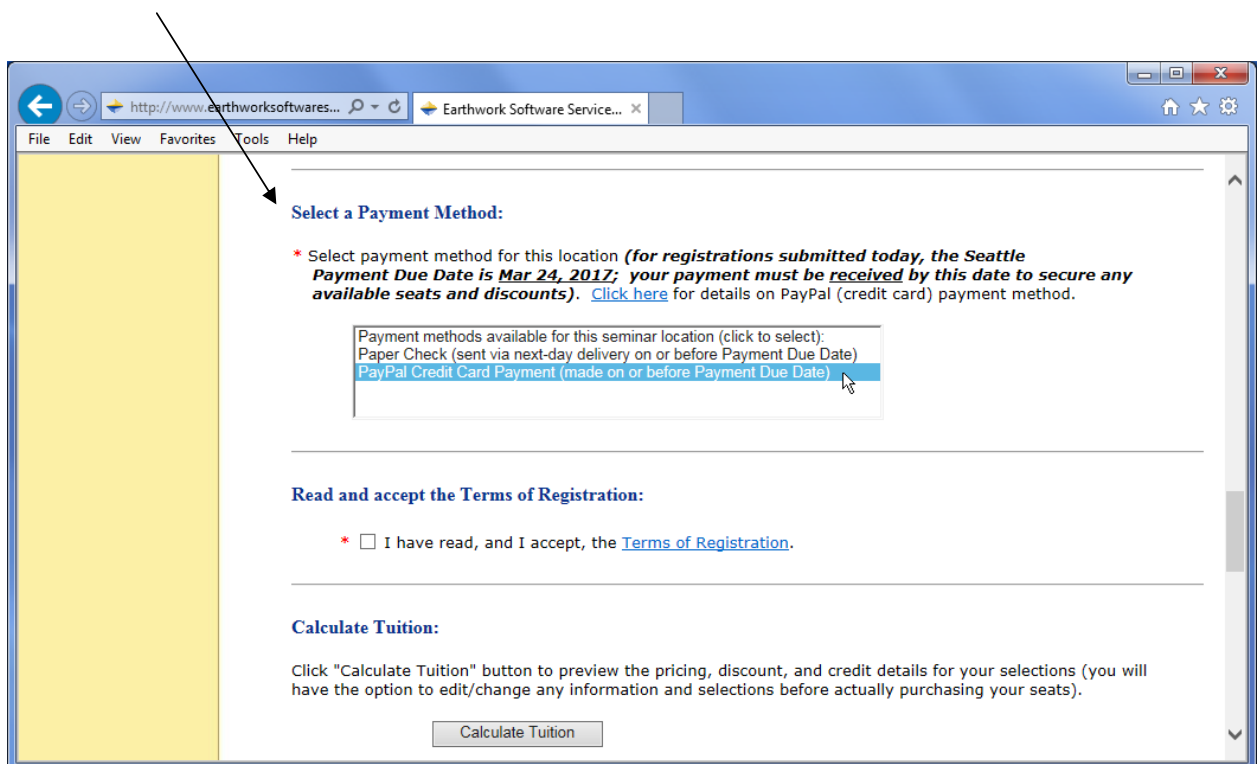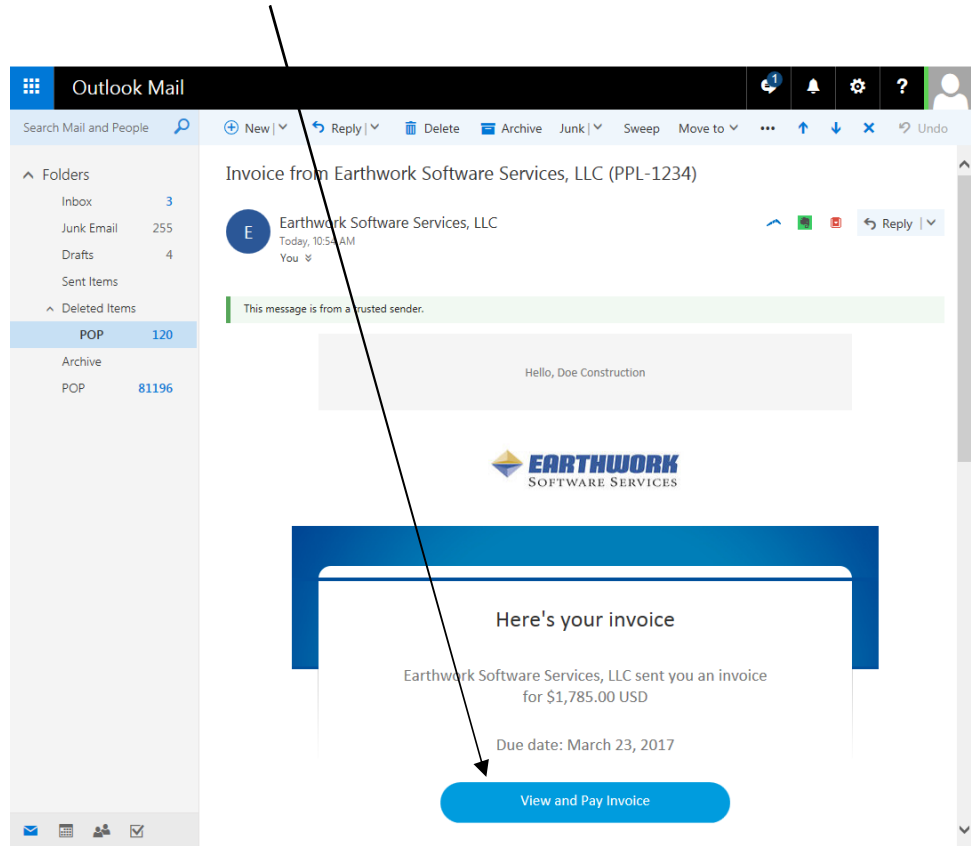# Making A Credit Card Tuition Payment Using PayPal

PayPal is a popular and secure third-party online payments processor that can be used to pay your Earthwork Software Services seminar tuition using any major credit card (Visa, MasterCard, American Express, or Discover). A PayPal account is not required to pay by credit card via PayPal and PayPal *will not* charge you a fee for processing your credit card payment. Follow these steps to pay your tuition invoice by credit card using PayPal:

1. Select the PayPal payment option when registering for the AGTEK seminar at www.earthworksoftwareservices.com/reg.aspx.
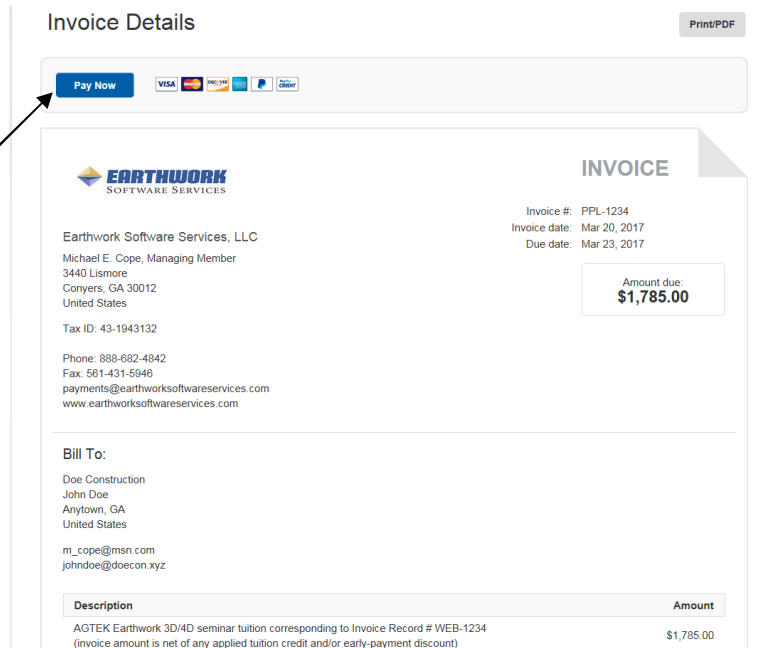

Note: Please allow up to 24 hours after registering to receive a PayPal payment invoice (the PayPal payment invoice will be received after receiving a separately emailed copy of your seminar registration confirmation/invoice). If the PayPal payment invoice email is not received within 24 hours … verify that the email was not diverted/blocked by a SPAM filter (it may be located in a junk email folder) then email payments@earthworksoftwareservices.com and request another copy of the PayPal payment invoice.

2. Once you've received it, view the PayPal payment invoice email message and, if the amount due is correct, click the "**View and Pay Invoice**" link to open the invoice on PayPal's secure web page for Earthwork Software Services.

3. If the information displayed on the PayPal payment invoice is correct, click the "**Pay Now**" link to continue.

4. (Option 1) To pay the invoice using an existing PayPal account, enter the corresponding *Email* and *PayPal password* then click "**Log In**" and complete your payment as usual, or

    (Option 2) if you don't have a PayPal account, click the "**Pay with a debit or credit card**" link to continue.

    Note: Although an existing PayPal account is not required to proceed from Step 4, if a PayPal account has already been established for the credit card that you wish to use, it takes fewer steps to complete your payment if you log in to your PayPal account (Option 1 above).

5. If Option 2 was used in Step 4 above, enter all required information on the debit or credit card form then click "**Review and Continue**".

6. A payment review page displays (not shown here). If all is correct on the review page, click "**Pay Now**" to complete your payment.

    If your payment is accepted, a confirmation page displays and you can print a receipt. (See the tips on next page.)

- PayPal will also send you a payment confirmation email documenting your payment.

- Please be advised that your PayPal payment will appear on your credit card statement as "**PAYPAL EARTHWORKSO**".

- If PayPal displays an error message that prevents you from completing your payment using the above steps, please call PayPal's Help Center. To **speak with a PayPal representative**, call the Help Center at (402) 935-2050 (4:00 AM PDT to 10:00 PM PDT Monday through Friday and 6:00 AM PDT to 8:00 PM PDT on Saturday and Sunday).

- If you are unable to resolve an error and complete your PayPal online payment, you can always pay your seminar tuition invoice via paper check **payable to Earthwork Software Services LLC, 3440 Lismore NW, Conyers, GA 30012 USA**. If an applicable *Early-Payment Discount Cut-Off Date* is approaching (note the invoiced payment due date or check a specific seminar location's Cut-Off date on the Earthwork Software Services website at www.EarthworkSoftwareServices.com/seminarpolicies.htm#Cut-Off_Date), be sure to send your check via expedited delivery (using United Parcel Service, FedEx, etc.) to be sure that your check is received on or before the payment due date.