

Silent Auction PayPal Instructions

- 1) Visit www.paypal.com and sign into your PayPal account. If you do not already have an account, you can register one for free with the sign up option.
- 2) Once signed in, you should be on the account summary page. Locate the "Send" option about half way down the page and click it. If you are ever prompted, you must choose the "Sending to a friend" option.
- 3) In the box asking for "Name, email or phone number" type the email address Debbie.Bennett@careertech.ok.gov
- 4) On the Next page, enter the amount of money you would like to send. Each dollar sent is an individual entry for one item of your choice.
- 5) Beneath the money amount entered is a box that says, "Add a note." In this box, please type your full name, technology center name, phone number, and the Item number that you are bidding on.
- 6) If you are sending multiple dollars in one transaction, please specify how many entries you would like for each item if you are bidding on multiple items. For instance, if you are sending \$5 and would like to bid on Items #3 and #6, you must specify that you want two entries for item #3 and three entries for item #6.
- 7) Press the continue button to advance to the payment options page. If you do not already have a payment method linked to your account, you can add a card with the "New Card" button. You can use either a debit or credit card to make the transaction.
- 8) Once you have successfully entered your payment method information, you will be taken to a transaction summary page. Please verify that the amount entered at the top of the page is the correct amount of money you would like to send. Additionally, please double check your typed notes and verify that your full name, technology center name, phone number, and Item number are all entered correctly.
- 9) Once you have successfully verified that all entered information is correct, you can proceed with the transaction by choosing the "Send Payment Now" option. If the transaction is successful, the page will notify you with a checkmark stating the transaction was successful. You can also check the email linked to your PayPal account for a receipt of the transaction.
- 10) Bidding will be open from April 15th at 8:00 am until April 19th at 11:59 pm. Winners will be decided by May 1st. Good Luck to Everyone!