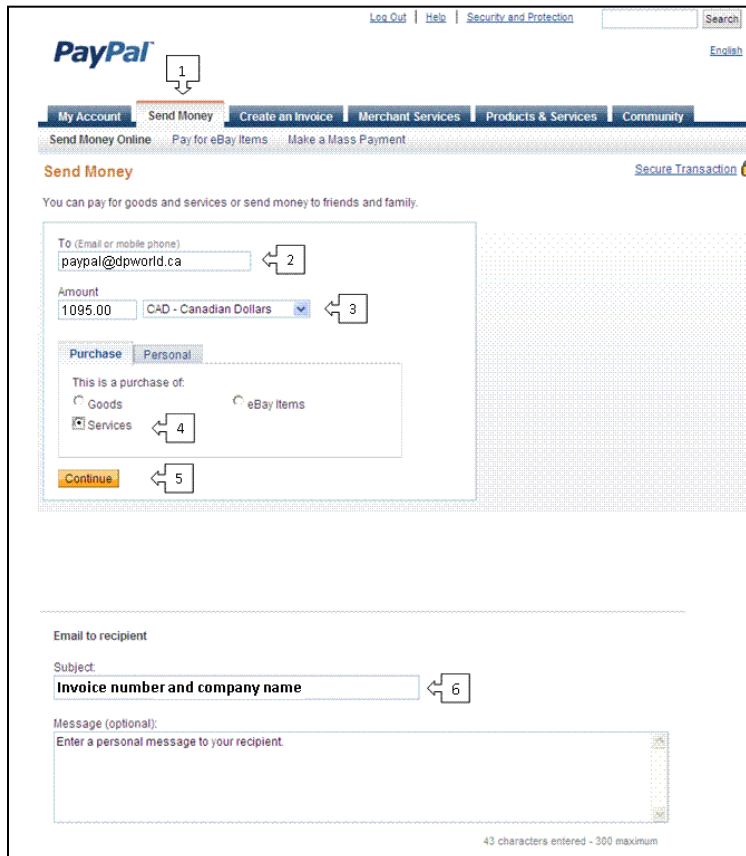


Paying with PayPal

The best practice is to use the PayPal link that is sent with your monthly invoice.

In the event that you cannot locate the original email with the PayPal link, follow these instructions to issue a payment from your PayPal account.

1. Select the **'Send Money'** tab.
2. Enter the following email address in the **'To:'** field: **paypal@dpworld.ca**
3. Enter the payment amount.
4. Select **'Services'** under the **Purchase** heading.
5. Click **'Continue'**.
6. Record the **invoice number** and **your company name** in the **Subject** line of the **'Email to Recipient'** section.
7. Review and send payment.



The screenshot shows the PayPal 'Send Money' page. At the top, the PayPal logo is marked with a '1'. Below it, the 'Send Money' tab is selected, marked with a '2'. The 'To' field contains 'paypal@dpworld.ca', marked with a '2'. The 'Amount' field shows '1095.00' and the currency is 'CAD - Canadian Dollars', marked with a '3'. Under the 'Purchase' section, 'Services' is selected, marked with a '4'. The 'Continue' button is marked with a '5'. In the 'Email to recipient' section, the 'Subject' field contains 'Invoice number and company name', marked with a '6'. A message box at the bottom indicates '43 characters entered - 300 maximum'.