**Instructions to Pay Online with Bambora:**

1. Enter total $ amount (including any fees or taxes). It is requested that $ 5.00 be added to your invoiced amount for the online payment fee.
2. The Order/Invoice Number field may not be blank. Please leave the automatically generated Order/Invoice Number ‘R1000100’ or enter the Order/Invoice Number that you are paying.
3. Select card type (Visa, MasterCard, or Discover).
4. Enter your card number (no spaces or dashes required).
5. Select Month and Year that your card is good thru.
6. Enter your cards CVD code (usually on the back of the card next to the authorized signature).
7. Enter or select name and address information for the cardholder billing address:
	1. Cardholder exact name (as shown on the card).
	2. Email address for the billed contact & destination for email receipts (in a valid email format).
	3. Cardholder phone number
	4. Cardholder address, city, zip code, state, country
8. Enter any desired comments related to this payment.

Example: Your Name, Club dues