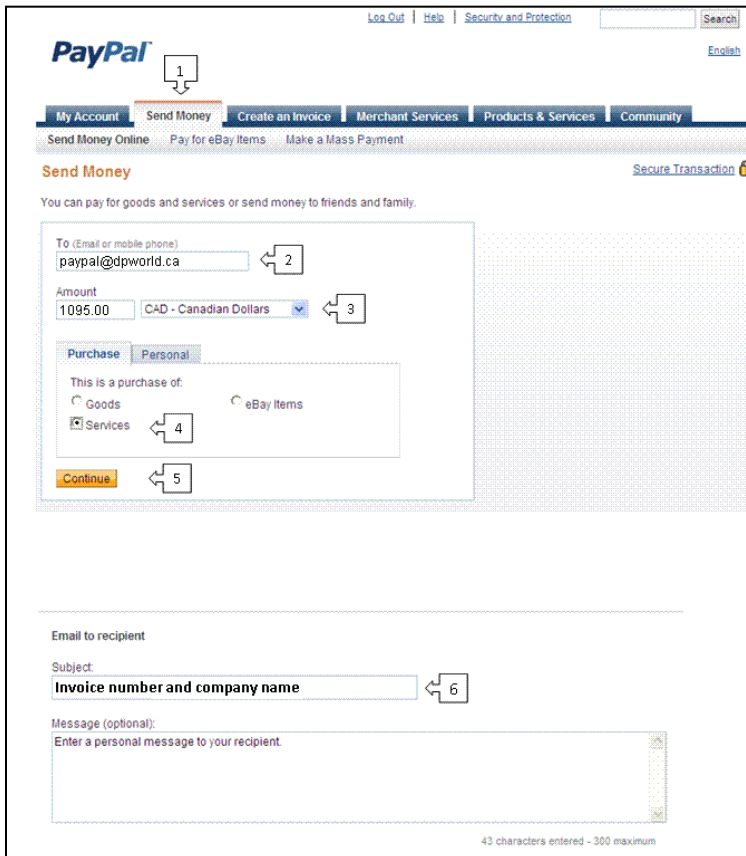


Paying with PayPal

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. The 'To' field contains 'paypal@dpworld.ca' (marked '2'). The 'Amount' field shows '1095.00' and the currency is 'CAD - Canadian Dollars' (marked '3'). Under the 'Purchase' section, 'Services' is selected (marked '4'). The 'Continue' button is marked '5'. In the 'Email to recipient' section, the 'Subject' field contains 'Invoice number and company name' (marked '6'). A message box at the bottom shows '43 characters entered - 300 maximum'.