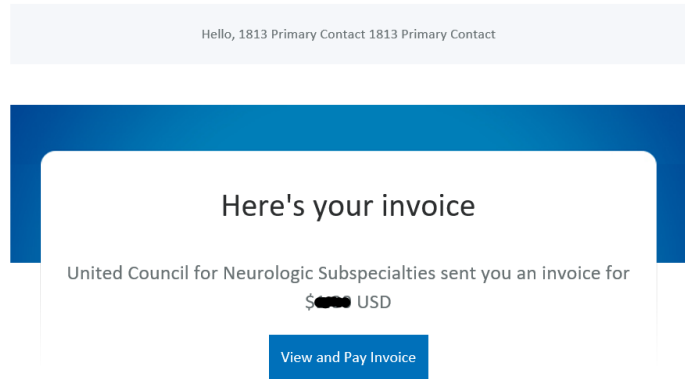


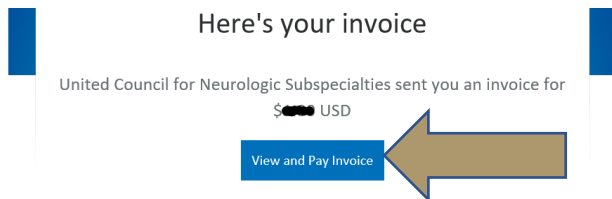
Paying the UCNS Annual Fee

1. You will receive an email with the subject line: "Invoice from United Council for Neurologic Subspecialties (####)" that will look like this:

To: 1813 Primary Contact 1813 Primary Contact [REDACTED]
Subject: Invoice from United Council for Neurologic Subspecialties (0029)
Reply-To: United Council for Neurologic Subspecialties <UCNSar@aan.com>



2. Click "View and Pay Invoice" to access your invoice.



- You may still pay using a **check or EFT** if you do not wish to pay by credit card, but you **must still click this link to access your invoice.**
3. Clicking the "View and Pay Invoice" button will take you to the PayPal website where you will see the following information:

The image shows a PayPal invoice page. At the top right, there is a "Download PDF" link. The main content area is divided into two columns. The left column contains invoice details: "Invoice #0042", "Issued : May 10, 2022", and a large "\$2,000.00 DUE" amount. Below this is the "Bill to" information: "UCNSar@aan.com", "Test 1814 Test 1814", "Test, US-TN 11111", and "acarpenter1207+1814@gmail.com". The "Items" section shows "Annual Fee" for "\$2,000.00" (1 x \$2,000.00). A summary table at the bottom shows "Subtotal" and "Total" both as "\$2,000.00". The right column shows "Balance due: \$2,000.00" and a large blue "Pay \$2,000.00" button. Below the button are logos for various payment methods: Discover, American Express, Mastercard, Visa, and PayPal.

4. To download a copy of the invoice, click “Download PDF” and then “Download” on the subsequent screen where you can either print the invoice as a PDF or save it to your computer. You may need to disable pop-up blockers to download.

The screenshot shows the invoice interface with the following elements:

- Invoice #0042, Issued: May 10, 2022
- Balance due: \$2,000.00
- Pay \$2,000.00 button
- Payment logos: AMEX, MASTERCARD, VISA, PAYCOM CREDIT
- UCNSar@aan.com

The 'Download PDF' button is highlighted with a brown arrow. Below it, a dialog box titled 'Download invoice pdf' is shown with the following content:

Invoice no: #0042 is ready for download

Remove QR Code

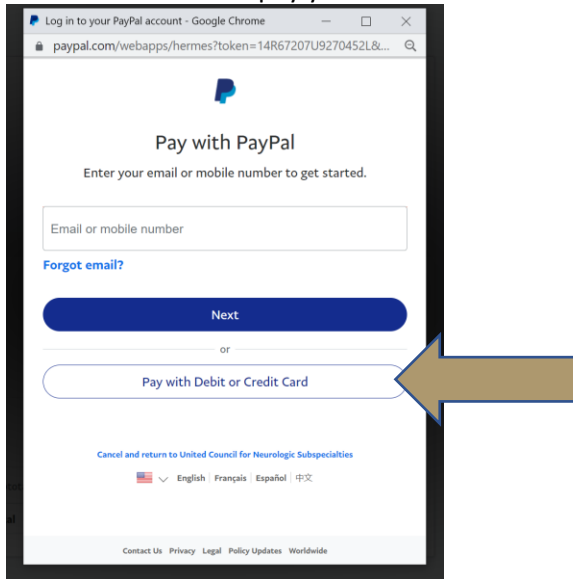
Download button (highlighted with a brown arrow)

5. To Pay your invoice by credit card, click “Pay \$2,000”

The screenshot shows the invoice interface with the following elements:

- Invoice #0042, Issued: May 10, 2022
- Balance due: \$2,000.00
- Pay \$2,000.00 button (highlighted with a brown arrow)
- Payment logos: AMEX, MASTERCARD, VISA, PAYCOM CREDIT
- UCNSar@aan.com

6. A new screen will open. Click “Pay with Debit or Credit Card” – you **do not** need to enter an email address or create an account to pay your fee.




7. A screen for entering your payment information will open. Enter your credit card information and press “Pay Now”

United Council for Neurologic Subspecialties

A screenshot of the PayPal Guest Checkout page. At the top left is the PayPal logo and a shopping cart icon showing "\$2,000.00 USD". The heading is "PayPal Guest Checkout" with the subtext "We don't share your financial details with the merchant." To the right is a graphic of shopping bags with a shield and the text "PayPal is the safer, easier way to pay" and "No matter where you shop, we keep your financial information secure." The form includes a "Country/Region" dropdown set to "United States", a card type selector (MasterCard, Discover, Visa, American Express), and input fields for "Card number", "Expires", "CSC", "First name", and "Last name". The "Billing address" section has fields for "Street address", "Apt., ste., bldg.", "City", "State", and "ZIP code", with a checked checkbox for "Ship to my billing address". The "Contact Information" section has fields for "Phone type" (set to "Mobile"), "Phone number" (with a "+1" prefix), and "Email". Below the form is a section titled "The security you want. The protection you deserve." with text about PayPal Purchase Protection. At the bottom, there is a question "Create a PayPal account? (It only takes a moment.)" with two radio button options: "Yes, I'd like a PayPal account." (with a "Password" field) and "No, I don't want an account now." A large blue "Pay Now" button is at the bottom, with a large brown arrow pointing from the right towards it.

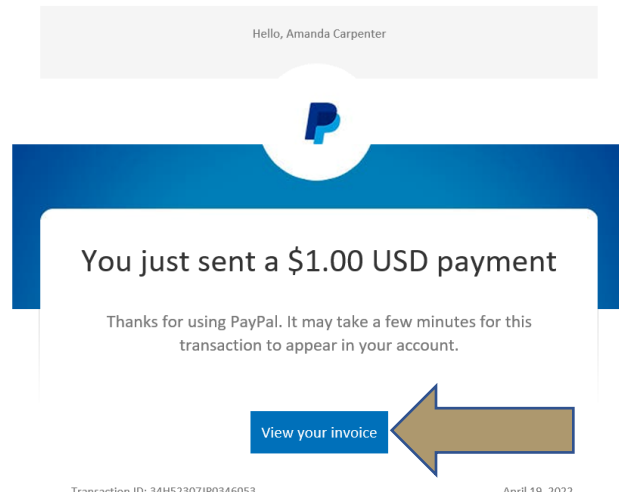
8. Upon payment, you will receive an email confirming payment. You may access your payment information via that email

You paid to United Council for Neurologic Subspecialties for invoice 0031

 Amanda Carpenter
To  Amanda Carpenter
in Policy AAN (1 year)

Expires 4/19/2023

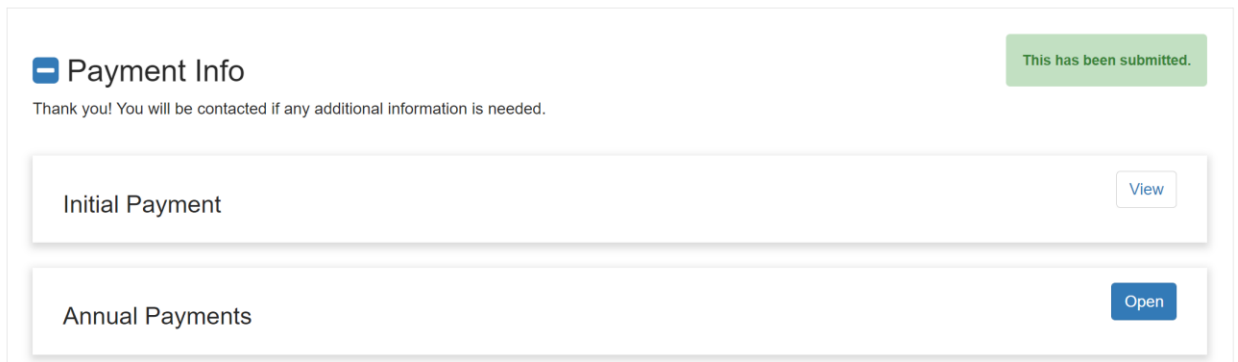
There are problems with how this message is displayed, click here to view it in a web browser.



- You may also access your invoice and payment history directly by signing into your [Zengine account](#).
 - When you click the tile with your program number, you will be taken to a screen like this:

IN1811

Order by: Newest to Oldest ▾



- Click "Open" after "Annual Payments"



3. Your invoice history will be listed

Annual Payments ▾

Close

Name ▾	
\$1.00	View
\$2,000.00	View
\$2,000.00	View

4. You can access the invoice by clicking the PayPal URL

Annual Payments ▾

Amount

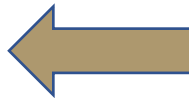
\$1.00

Type

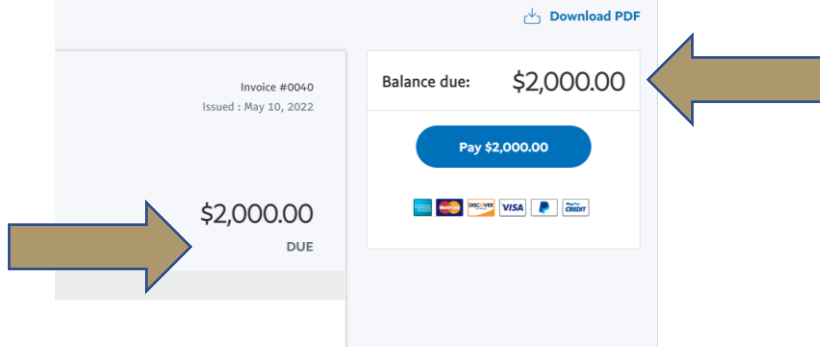
Annual Fee

PayPal URL

<https://www.paypal.com/invoice/> 



5. You will see **either** a balance due (in which case follow the instructions to pay as described above)



OR that the invoice has been paid

