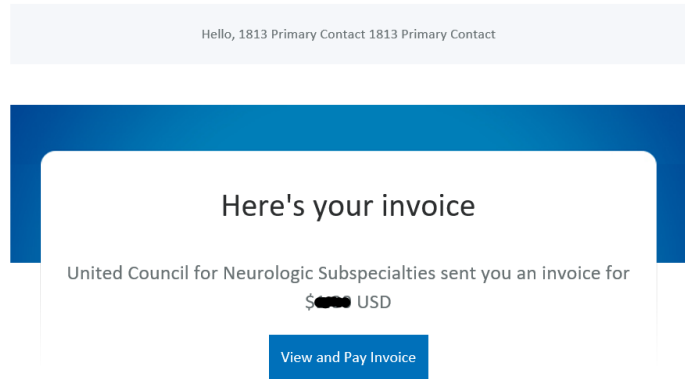# Paying the UCNS Annual Fee

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 ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓>
Subject: Invoice from United Council for Neurologic Subspecialties (0029)
Reply-To: United Council for Neurologic Subspecialties <UCNSar@aan.com>

Hello, 1813 Primary Contact 1813 Primary Contact

Here's your invoice

United Council for Neurologic Subspecialties sent you an invoice for $▓▓▓ USD

View and Pay Invoice

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

Here's your invoice

United Council for Neurologic Subspecialties sent you an invoice for $▓▓▓ USD

View and Pay Invoice
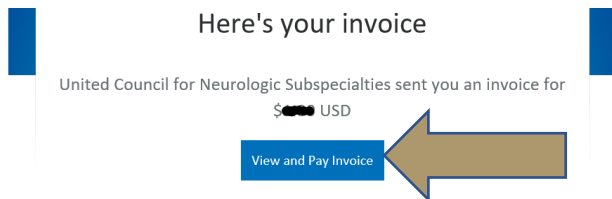
- **You may still pay using a** <mark>check or EFT</mark> **if you do not wish to pay by credit card, but you** <mark>must still click this link to access your invoice</mark>**.**

3. Clicking the "View and Pay Invoice" button will take you to the PayPal website where you will see the following information:

Invoice   ⬇ Download PDF

Invoice #0042	**Balance due:** $2,000.00
Issued : May 10, 2022	Pay $2,000.00
$2,000.00	DISCOVER ▭ ▭ VISA P PayPal CREDIT
DUE	

✉ UCNSar@aan.com

Bill to

Test 1814 Test 1814

Test
Test, US–TN 11111
acarpenter1207+1814@gmail.com

Items

Annual Fee	$2,000.00
1 x$2,000.00	
Subtotal	$2,000.00
Total	**$2,000.00**

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.

5. To Pay your invoice by credit card, click "Pay $2,000"

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.
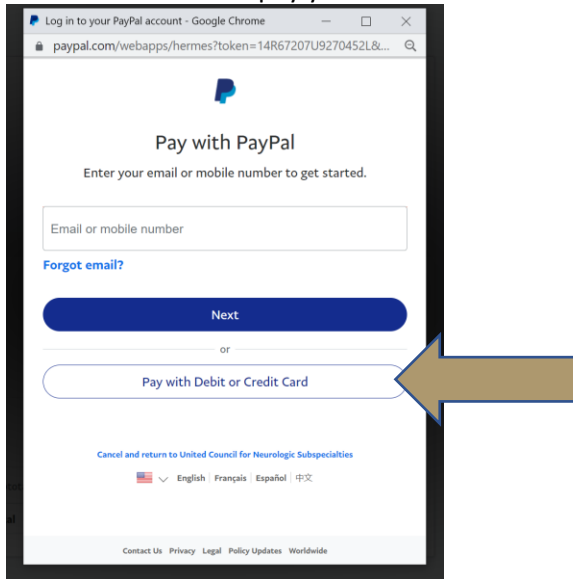
7. A screen for entering your payment information will open. Enter your credit card information and press "Pay Now"
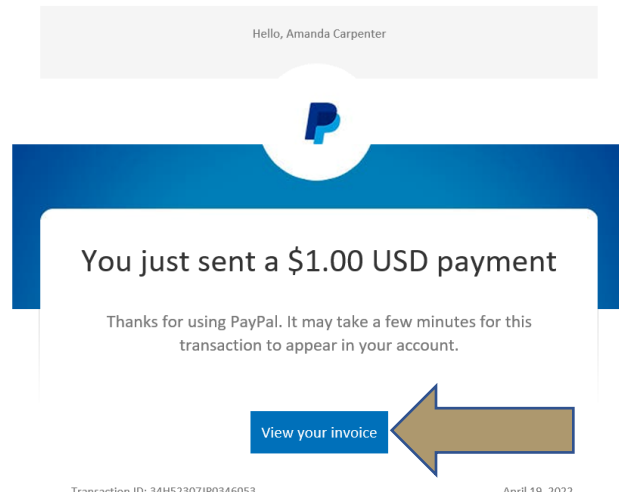
8. Upon payment, you will receive an email confirming payment. You may access your payment information via that email

    You paid to United Council for Neurologic Subspecialties for invoice 0031

    Amanda Carpenter
    To ● Amanda Carpenter
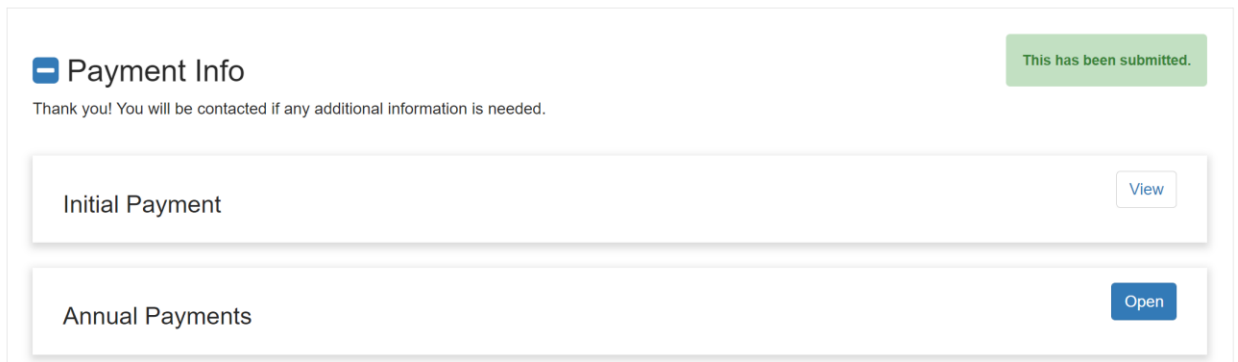   on Policy   AAN (1 year)   Expires   4/19/2023
    ere are problems with how this message is displayed, click here to view it in a web browser.

    Hello, Amanda Carpenter

    ## You just sent a $1.00 USD payment

    Thanks for using PayPal. It may take a few minutes for this transaction to appear in your account.

    View your invoice

    Transaction ID: 34H52307JP0346053   April 19, 2022

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

        Order by: Newest to Oldest ⌄

        ## IN1811

        ### ▬ Payment Info   This has been submitted.
        Thank you! You will be contacted if any additional information is needed.

        Initial Payment   View

        Annual Payments   Open

    2. Click "Open" after "Annual Payments"

        Annual Payments   Open

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/
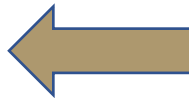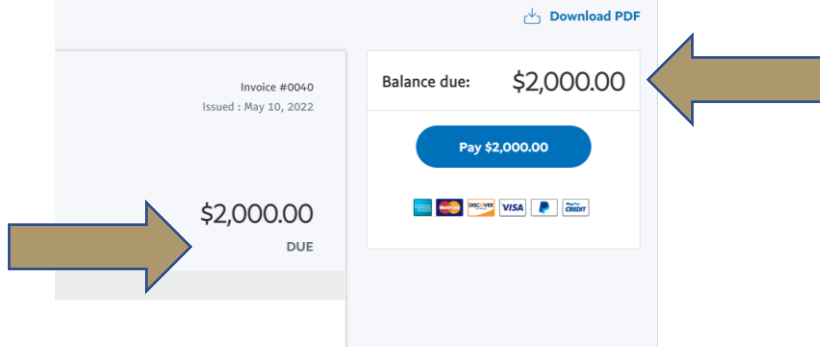

5. You will see **either** a balance due (in which case follow the instructions to pay as described above)

OR that the invoice has been paid