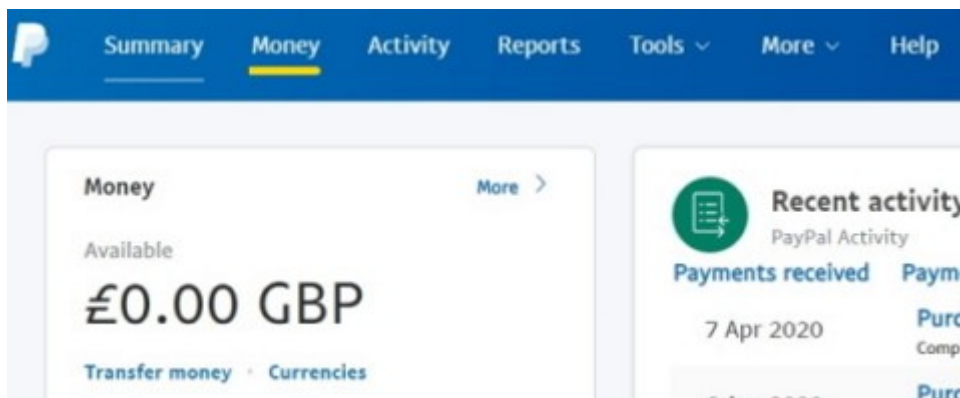
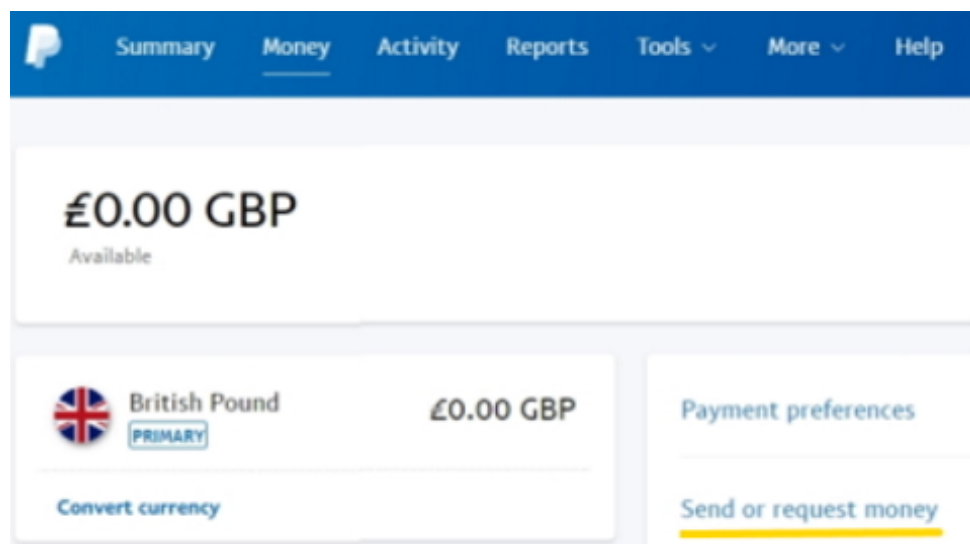


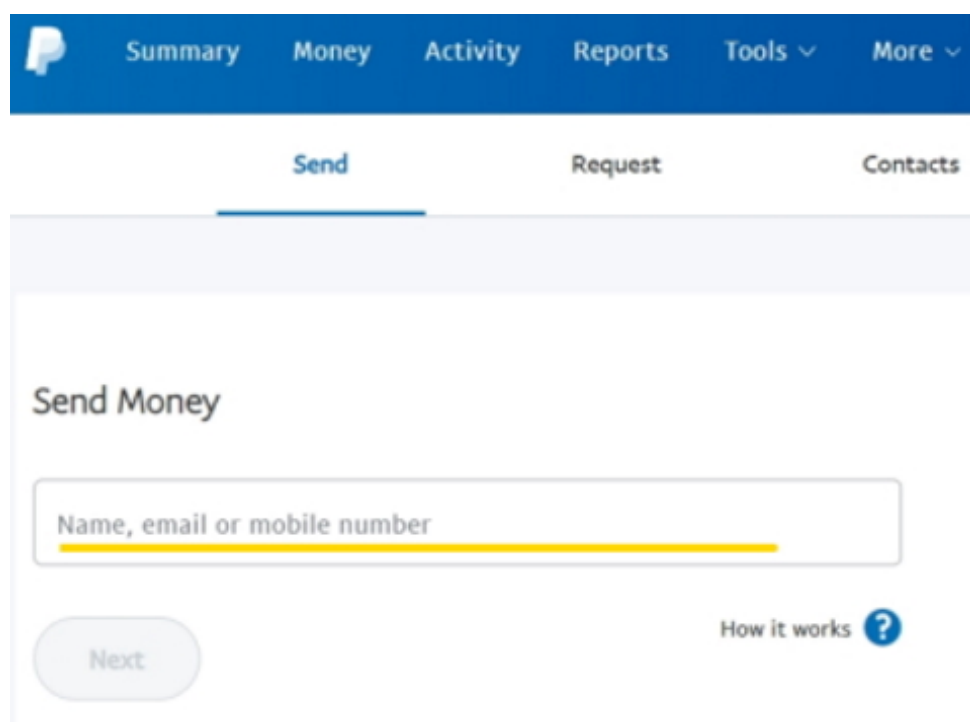
Log in to your PayPal account. When the 'Summary' page appears, select **MONEY** from the menu bar.



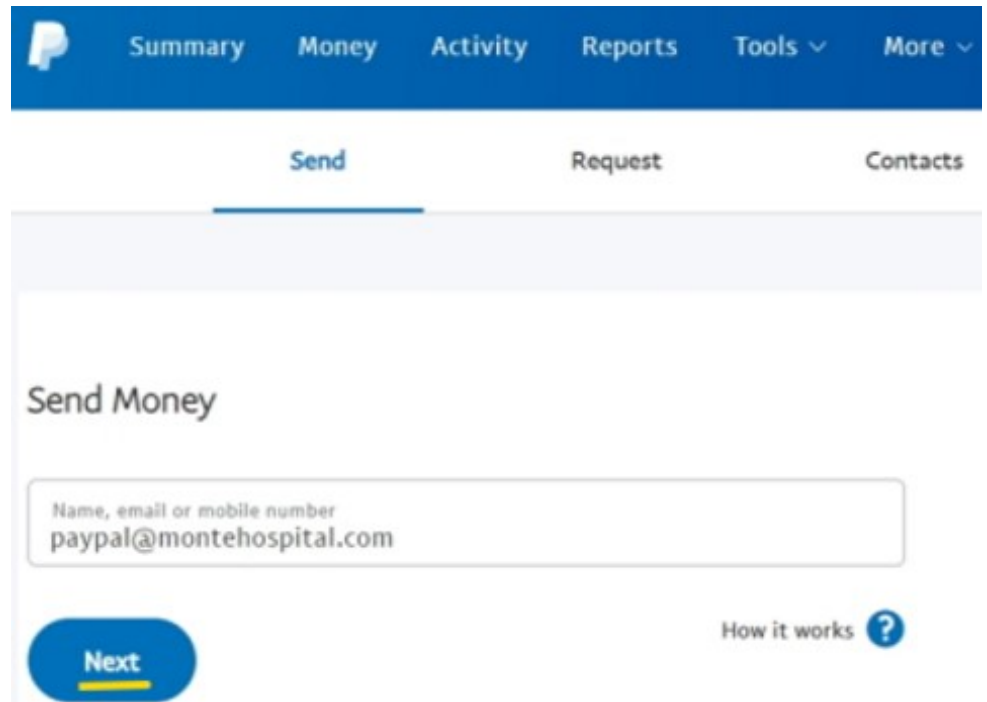
When the 'Money' page appears, select **SEND OR REQUEST MONEY** at the bottom right of the screen.



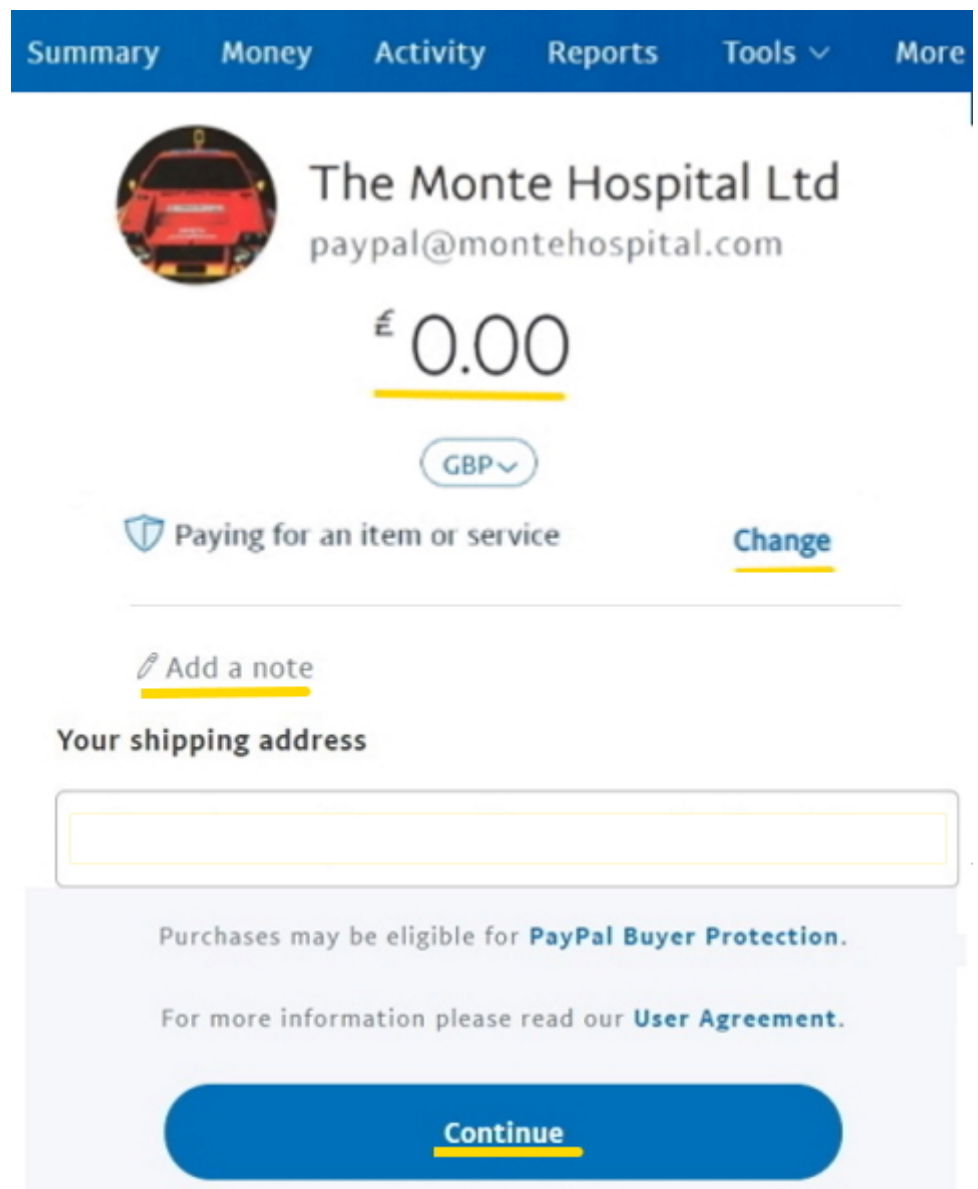
When the 'Send' page appears, enter the email address of the person or organisation you want to send your payment to.



To send a payment to us, please use our PayPal email address - **paypal@montehospital.com**
Then click on the **NEXT** button at the bottom left of the screen



There are several things to check on this page. First enter the full amount of the invoice in GBP (your entry will replace the '0.00' that's displayed initially) and check that GBP is selected as the payment currency. We can only accept payments made in GBP – PayPal will make the conversion to your local currency. Next make sure that 'Paying for an item or service' is selected or click 'Change' and select it from the list of options displayed. In the 'Add a note' area please quote your invoice number. Finally you may if you wish confirm the address where you would like us to ship your order. When you're happy with all the entries on this page, click **CONTINUE**



FUNDING PAGE

You will now be taken to the 'Funding' page where, depending on what financial resources you have connected to PayPal, you can choose which payment source you want to use, for example your PayPal balance, a bank account or a credit card.

CONFIRMATION PAGE

Lastly you will reach the 'Confirmation' page. Here you can either authorise the payment, go back and make changes to the information detailed above, or abandon making the payment.