BCGS Membership
Online Purchase Instructions

Select the membership you wish to pay for and fill in the quantity.

> Click the "Add to Cart" button.

Complete the form that is displayed. All boxes with an asterisk are REQUIRED fields. **If you miss a required field you will be prompted to complete this before you can proceed.**

- Click the "**Add to Cart**" button at the bottom.

You have now been returned to the membership order page.

- Scroll to the top of the page and Click on the "**Shopping Cart**" in the top right corner.

The Shopping Cart page will show the item(s) you have ordered.

- Review your order. Make sure the items and quantities are correct.
- To make changes to the order Click "**Edit Details**" below the item ordered. This will return you to the order form where you can make any necessary changes. Click "**Save**" at the bottom of the form.
- Once your order is correct Click the "**Checkout**" button.

1. Fill in your email address (where you will receive your purchase confirmations).

- Click "**Continue**".

2. Fill in your complete billing address.

- Click the "**Pay with PayPal**" button.
- If you have a personal PayPal account you should be taken directly to it.
- If not, follow the PayPal instructions shown on the screen.
- Select which method of payment to use and enter any information requested. (Please Note: This page is within PayPal so it is their instructions you are following.)
- Click "**Continue**".
- You will be returned to the BCGS Order Summary page.

3. Review your order under "**Order Summary**" for accuracy.

- You may still "**Edit Details**" or change the quantity, if needed.
- Click the "**Purchase**" button to complete your transaction.

You will receive an Order Confirmation email from the BCGS with the details of your purchase. You will also receive a confirmation email from PayPal.

YOU MAY PURCHASE MULTIPLE ITEMS IN A SINGLE ORDER.
YOU MUST SELECT EACH ITEM AND FILL IN ALL FIELDS INDIVIDUALLY BEFORE PAYING.