MAC Online Checkout Process

• **Sign into your user account.** If you do not have a current account, please create a new one.

• **Choose the most appropriate membership type from the list:** Regular, Student, Joint, or Retired. Be sure to read through the membership benefits. If you choose to do a Joint Membership, you must designate someone to be the secondary member.

• Click “Add to cart” button that corresponds with your membership choice.

• At this time, note your **Shopping Cart** will open on the side bar to the left (or at the top on a mobile device).

• When you are ready to complete your payment, click on the “**Checkout**” button at the bottom of the Shopping Cart.

1. **Checkout Page:**
   • At first glance, the Checkout page appears long and arduous. DO NOT DESPAIR! This is much more simple than you realize.
   • **Your Name:** Fill in the name fields that correspond to your account.
   • **Billing:** Fill out billing information related to your payment type.
   • **Delivery:** This is the address in which the MCJA will be shipped. Please check this over!
   • **Payment Method:** All payments with MAC are processed with PayPal. You can use a PayPal account to make payments OR you can pay with a credit card.
   • **Order Comments:** You may add any supplemental information here that will be stored on your order information.
   • Click on “Review Order” button at the bottom of the page.

2. **Review Page:**
   • Carefully review the information on this page. You can go “Back” to make any changes.
   • Click on “**Submit order**” button to proceed with payment processed with Paypal.
3. PayPal:

- You will automatically be redirected to Paypal with an option to pay with a **Paypal account** or with a **credit card**.

Pay with your PayPal account by logging into your account here

OR

Pay with a credit card here

- If you pay with a **credit card**, you will see a Guest Checkout screen where you can finalize your purchase.

You Are All Done!

- When you purchase has been completed, you will be redirected **back to the MAC website**.

- You can **view your completed purchases** from your “My Account” page (please allow at least 30 seconds for the database to refresh)