

INSTRUCTIONS FOR THE USPS PAYING THE VENDOR VIA PAYPAL

You must give your USPS email address to the VENDOR if the vendor is using paypal invoicing via email.

Once the vendor sends you an INVOICE via email it will arrive in your inbox as:

(Vendors name) via PAYPAL

Open email

Click **VIEW AND PAY INVOICE**

Click **PAY WITH PAYPAL**

**NOTE: DO NOT PANIC – YOU WILL NOT BE PAYING FROM A PAYPAL ACCOUNT!
THE NEXT WINDOW WILL GIVE YOU THE OPTION TO USE A
DEBIT/CREDIT CARD!**

NEXT SCREEN: down towards the bottom is a phrase
“Don’t have a PayPal Account?”

PAY WITH A DEBIT OR CREDIT CARD

Click the **PAY WITH A DEBIT OR CREDIT CARD**

Next Screen: Enter your USPS Credit Card #, Expiration Date, Security Code, Zip Code and any other information it requests

Press: Continue

Next Screen: Enter Billing Information (Name and Address)

Click: **PAY NOW**

The \$ is now being sent to the VENDORS PAYPAL Account.

The Vendor will receive an email confirming payment.

You might also receive an email confirming that you sent the vendor payment.