



Instructions for the PAYS On-line Program

Your Chapter has been set up for the PAYS on-line program. If you have any questions please contact Sandy Kelchner at 1-800-729-2057 ext. 221 or email pays@nays.org.

LINK TO ACCESS THE PAYS ON-LINE PROGRAM:

<http://paysonline.nays.org> or go to our website www.nays.org, click on the *PAYS logo* and click on the *On-line Program* in the left hand box.

FROM THE ON-LINE PROGRAM HOME PAGE:

- ✓ Click on **New User* or **Returning User* (see below for which one is applicable).
 - ❖ New User – Applies to everyone going on for the first time or if you are a renewing member.
 - ❖ Returning User – Applies if you have gone on before and couldn't finish the program and now you are returning by using the 48 hr. password that you received via email.
- ✓ Click on all boxes of Disclaimer page and click "*I accept*" at the bottom of the page.
- ✓ Find your Chapter from the Drop Down List.
 - ❖ *OH ~ Evendale Recreation*
- ✓ Type in your Chapter's code.
 - ❖ *1151*
- ✓ Then click *next*.