1. Choose which Fee you’d like to pay:
   a. Application Fee (Fixed fee of $125)
   b. Long Term Program Fee (Customizable $ amount field, as fee varies)
   c. Settlement Service Fee (Customizable $ amount field, as fee varies)
1. Enter the Amount you’re paying
2. Enter VIPP Participant’s Name
3. Enter VIPP Participant’s Email
4. Click Register this Participant
1. (Optional) If you’d like to make 2 payments under this transaction you may click “Register Another Participant”
2. Review that the Amount and Participant’s Name are correct, otherwise you may “Edit Item” to fix any mistakes
3. Click Checkout
1. Click “Continue as Guest”
1. Enter the billing information that matches with your payment option. (i.e. Chinese Credit Card = Chinese billing address)
2. Click “Continue Checkout” once billing information is complete
Here you have two options:

1. For paying with credit or debit card, select “Enter new credit / debit card information”
2. For paying through bank account (checking or savings), select “Enter new checking / savings account information”
3. Then, select “Continue Checkout”
1. Enter your Credit / Debit Card Information
2. Once complete, select “Continue Checkout”
“Paying with Checking / Savings Account Information Option”

1. Enter your Checking or Savings Account Information
2. Once complete, select “Continue Checkout”
The Final Review screen

1. If everything looks correct, click “Submit Payment”
2. You are then notified whether your payment was “accepted” or “denied”. Once accepted, the receipt will automatically email to the email you provided. You also have an option to print the receipt as well as provide another email to send the receipt to.