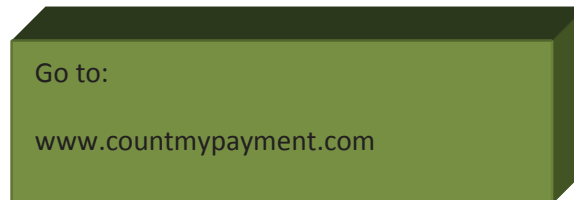


PRIOR TO LOGGING IN:

1. **Make sure you have a “verified” Paypal account.** Why? This is how you will access your account with Count My Payment and how payments will be made and/or received with the other parent.
2. **Make sure you have the other parents e-mail address.** Why? We send them an e-mail so you don’t have to and this is how you make a connection in your account for tracking purposes.
3. **Have copies of any receipts you intend to request reimbursement for uploaded on computer or if you access site via your phone take a photo of receipt prior to logging onto site.** Why? Because you cannot submit a request for reimbursement without proof.



- Click “LOGIN” – top right corner (alternatively click “sign up” at bottom of page)
- Click “Sign in with Paypal” – (Paypal window for sign in will pop up)
- Sign into your Paypal account
- You are now at the Dashboard of Count My Payment (if not, click Dashboard at top)
- You will notice the following information under **Account Details**:
 - a. Your name
 - b. Your e-mail address
 - c. Status: Active (if you de-activate account you will cancel the 3-month special of \$1.00 per month. The regular monthly fee of \$8.00 will begin when you re-activate or after the 3- month special ends on your account.)
- Next go to **Connections** and hit “plus” sign to add a connection. A window will pop open and type in person’s e-mail address and the percentage of the split. For example, if your agreement is 50%/50% split of expenses - put 50%. **Click save!**
- You are now ready to “make a new request”. Click “**Make a New Request**” button to the left of Account Details.
 - a. Request Payment From: “select a connection” (who are you requesting money from)
 - b. Comment: “what is the request for payment for, i.e. uncovered medical bill for Johnny, dentist bill for Jane, etc.
 - c. Total Amount of Bill: “put in the total amount owed on bill – do not split the amount in this box.
 - d. Requested Amount after split: “this will automatically populate with the split amount owing to you *plus the added paypal fee for the transaction*”. The paypal fee for the transaction is added to the requested amount so the requestor does not incur fees receiving the money.
 - e. Photo of Bill: You must upload a photo of the receipt. The request cannot be submitted without an uploaded photo.
 - f. Hit “**Submit**” button.
 - g. You will see a message flash that it was **successfully submitted!**
- You will see your requests with the status of PENDING.
- Reports: you can create reports per connection as needed (bottom right hand corner).
- Also check out: www.countmypaymentblog.com for additional information.