



1. Visit [www.wcplaboratories.com](http://www.wcplaboratories.com)
2. Select the "BILLING" tab.
3. Scroll down and select "PAY NOW".
4. Enter YOUR PayPal email and password.
5. Select "SEND MONEY".
6. Enter OUR email address [billingdept@wcplaboratories.com](mailto:billingdept@wcplaboratories.com).
7. Select the amount you would like to pay.
8. Select "Services".
9. Select "Continue".
10. Scroll down to the message box and enter your account number and any other message you would like for us to review.
11. Verify all information is accurate and select "SEND MONEY" (the **yellow** button).