

You will have the option to pay online or download the membership form and pay with a check.

If you would like to pay online, please follow the instructions below. Online payments will be taken through PayPal and require you to create a PayPal account. These instructions walk you through the steps you will need to take.

1. Enter your Organization Name, Address, City, State, Zip, Phone and Email Address.
2. Click, Save Organization Info.
3. Enter the First Name, Last Name and Email Address of the member contact.
4. Click Register New Attendee.
5. If you have more than one member contact from your organization, repeat steps three and four.
6. After you have entered the member contacts, click Pay with PayPal. This will direct you to screen to enter your credit card information with PayPal.
7. If you already have an account with PayPal, enter your email address and password and proceed to the checkout.
8. If you do not have a PayPal account, click Create a PayPal Account and continue to checkout.
9. To create a PayPal account, you will need to enter in your name, credit card information, billing address, email and password. Click Agree and Continue. Once you have created an account, you will be able to continue to log in through your email address and password. Remember all fields are required when filling out the form.
10. You will be asked to review your information. If everything is correct, click continue.
11. You will be directed back to the MN ACE website for order verification purposes. Your card will not be charged until you click, pay this amount at the bottom of the screen.
12. After you click, Pay this amount, a confirmation receipt will be created. Please keep this page for your records. You will also receive a confirmation email with the details on your transaction.

Should you have any questions about the online membership process, please contact Amy Larson at [alarson@kdv.com](mailto:alarson@kdv.com) or 763.569.5785.

If you would like to pay with a check, please download the registration form and mail your forms to Sandy Tilton.