



COMPANY: Parenteral Drug Association
4350 East West Highway, Suite # 600
Bethesda, MD 20814
MAIN PHONE: (301) 656-5900
PDA TAX ID: 52 190 6152

*****THE INSTRUCTIONS BELOW ARE FOR US PAYMENTS ONLY*****

CREDIT CARD PAYMENTS:

E-MAIL: Awilliams@pda.org

(PROVIDE LINK TO ORDER/QUOTE PAGE TO PAY)

1. Log into www.pda.org with your **PDA USER ID** and **Password**
 - a. Locate the login button found at the top right corner of the page
2. Select **"My Account"** located in drop-down menu beside the person icon
 - a. Click on link: **"Make a payment to an open order"**
 - b. Look for invoice to pay and select **"Pay Now"** button
3. Confirm and change your credit card's billing address *(if address on file is correct skip to step # 4)*
 - a. To change billing address select **"Change"** button located beside the billing address field
 - b. To add a new address select link: **"Click here to add new address"** then select **"Add Address"** button
 - c. If the credit card billing address is changed select the button **"Use address"**
4. Enter credit card number and expiration date on the payment page in the space provided
5. Click **"Complete Order"** button to make payment

ACH OR WIRE PAYMENTS:

SunTrust Bank
Account Name: Parenteral Drug Association
PDA Account #209364254
Routing number: ABA# 061000104
Swift number: SNTRUS3A
25 Park Place, NE
Atlanta, GA. 30303

CHECKS SENT VIA USPS (UNITED STATES POSTAL SERVICE):

All company checks, or bank draft payments are to be made payable to:
Parenteral Drug Association or PDA in US Dollars (\$USD) and payable via a US Bank then mailed to:
PDA
P.O. Box 79465
Baltimore, MD 21279-0465 USA

CHECKS SENT VIA (FEDEX, UPS, ETC....):

PDA c/o SunTrust Bank
Lockbox 79465
1000 Stewart Avenue
Glen Burnie, MD 21061 USA

****Important Notes:**

1. Please include member's name with invoice number or account number to ensure proper application of payments.
2. All bank processing fees associated with payments are the responsibility of the sender. Please consider this when making your final payments as the bank will deduct these fees from your final payment creating a balance on your account.