



PDA Global Headquarters

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pda.org

Instructions for Payment (U.S. dollar only)

Pay by Credit Card

- 1 Log into 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 your credit card's billing address
 - 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 payment information in the space provided
- 5 Click **Complete Order** button to make payment

Pay by ACH or Wire Transfer

SunTrust Bank
25 Park Place, NE
Atlanta, GA 30303
Account Name: Parenteral Drug Association
Account Number: 209364254
ABA Routing Number: 061000104
SWIFT Bank Code: SNTRUS3A

Pay by Check

All company checks, or bank draft payments are to be made payable in U.S. dollars (\$USD) to:

Parenteral Drug Association or PDA and payable via a U.S. Bank

PDA

P.O. Box 79465
Baltimore, MD 21279-0465 USA

- 1 **Checks sent via USPS should be mailed to:**
PDA
P.O. Box 79465
Baltimore, MD 21279-0465, USA
- 2 **Checks sent via courier or delivery service (e.g. FEDEX, UPS, DHL) should be mailed to:**
PDA c/o SunTrust Bank
Lockbox 79465
1000 Stewart Avenue
Glen Burnie, MD 21061 USA

IMPORTANT NOTES:

- 1 PLEASE INCLUDE MEMBER'S NAME WITH THE 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.