

# A Simple Guide to Online Donations for New Users

## HOW DO I LOG IN?

The Login button is located in the top-right corner of the site. If this is your first visit to the site, you will not log in until you have submitted your first transaction.

Once your first donation or payment has been submitted you will receive a log-in email, providing a temporary link to set your password. Use the link in the email to **complete your user account** by establishing your secure password. Once completed, you will have access to all of your donation or payment information and can make changes at any time.

## HOW DO I MAKE A RECURRING DONATION?

Making a donation or payment is extremely simple. First, click on an individual collection. There will be two options: **Recurring Donation or Payment** and **One Time Donation or Payment**. We will review both options.

**1** To begin a recurring donation or payment, you will first choose an amount and then select the donation frequency from the options provided.

The screenshot shows a form titled "Pick your recurrence pattern". It has two main sections. The first section is "Enter an amount" with a text input field containing "\$0" and a "Weekly" dropdown menu. The second section is "Select a day of the week" with a dropdown menu showing "Sunday".

**2** You will then decide when to start and end your recurring donation or payment. You can choose to start your transaction right away or at a later date of your choosing. You can also choose a date for this recurrence to end.

The screenshot shows a form titled "Pick your recurrence duration". It contains a paragraph: "You can choose to start your repeating donation at a date in the future and/or have the repeating donation stop after a number of donations have been made." Below this are two sections: "Recurrence Start:" with radio buttons for "Start scheduling transactions immediately" and "Choose the first scheduled transaction to be run:" followed by a date dropdown set to "Sun May 29 2016"; and "Recurrence End:" with radio buttons for "Continue scheduled transactions indefinitely" and "End after:" followed by a dropdown set to "1" and the word "transactions".

**3** Now you will select the payment source for your donations. Choose the payment type from the options provided, then enter your payment information.

The screenshot shows a form titled "Please choose the payment type to use". It has three radio button options: "Checking/Savings Direct Withdrawal" (selected), "Debit Card" (with VISA and MasterCard logos), and "Credit Card" (with VISA, MasterCard, and Discover logos). At the bottom, there is an orange button that says "If you have an account and want to use a saved payment source, click here to log in."

**4** Fill in your basic contact information.

The screenshot shows a form titled "Your Contact Information". It has a header with a link: "If you already have an account, click here to log in." Below this are several input fields: "Email Address", "Re-enter Email Address (for confirmation)", "First Name", "Last Name", and "Phone Number".

**5** Check the "I Agree" box and click **Create Your Recurring Transaction** button to authorize the donation.

The screenshot shows a form titled "Confirm Your Information". It has a header: "Verify and complete your recurring transaction signup". Below this, it shows "Recurring Amount" as "\$20.00". There is a paragraph: "Please check the 'I Agree' checkbox. By doing so you indicate that the above information is correct, and that you authorize the transaction." Below this is a checked "I Agree" checkbox and an orange "Create Your Recurring Transaction" button. At the bottom, there is a small note: "Please note that if you pay by credit or debit card, your transaction will appear on your statement as 'WeShare'. WeShare is the electronic giving service that processes your transactions to WeShare Online Giving."

## HOW DO I MAKE A ONE-TIME DONATION?

Click on a collection of your choice, then select the **One Time Donation** or **One Time Payment** button.

Indicate the donation or payment amount and proceed through steps 3 and 4 outlined above.

After completion, check the "I Agree" box and click **Submit Your One Time Donation** button to authorize your transaction.