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.

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.

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

4 Fill in your basic contact information.

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

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.