

Getting Started:

- ▶ Would you like to give without setting up a donor account? Click “Quick Give”.
- ◆ First Time Donor? Click “First Time” and setup your Donor Profile.
- ◆ Already a registered donor? Simply enter your Email address and Password.
- ◆ Forgot your password? Click “Forgot Password”.

Setting Up Your Donor Profile:

- ◆ Enter your email address and password.
- ◆ Password must be at least 8 characters and must contain a combination of letters and numbers
- ▶ Remember these login credentials! You will need them to access your Donor Profile.

OneTime Gift - Cards:

- ◆ Login by entering your email address and password.
- ◆ Select which fund(s) you would like to donate to from the drop down list.
- ◆ Enter your donation amount.
- ◆ Add your card information and billing details.
- ◆ Click “Submit” to process your donation.

OneTime Gift - eChecks/ACH: **smart choice*

- ◆ Login by entering your email address and password.
- ◆ Select “Use Check” located at the top right of your screen or select eCheck/ACH from the drop down menu (*for mobile users this may appear mid way down on the right of your screen*)
- ◆ Select which fund(s) you would like to donate to from the drop down list.
- ◆ Enter your donation amount.
- ◆ Add your bank account information.
- ◆ Click “Authorize” to process your donation.

Automatic Recurring Donations:

- ◆ Login by entering your email address and password.
- ◆ Select “Scheduled Giving” located on the left hand navigation.
- ▶ If using the eCheck/ACH method select “Use Check” located at the top right of your screen. (*for mobile users this may appear mid way down on the right of your screen*)
- ◆ Select which fund you would like to donate to from the drop down list.
- ◆ Enter your donation amount.
- ◆ Select the frequency, number of installments and a start date
- ◆ Add your bank account information.
- ◆ Click “Authorize” if using the eCheck/ACH method or “Activate Schedule” if using the card method, to start your recurring donation schedule.