**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 and Password.

• Forget 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.

**One Time Gift - Cards:**

• Login by entering your email address and password.

• Select which fund 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.

**One Time Gift - eChecks:**

• Login by entering your email address and password

• Select to “Use Check” located at the top right of your screen or select ACH/eCheck from the drop

 down menu

• Select which fund you would like to donate to from the drop down list

• Enter your donation amount

• Add your bank account information

• Click “Authorize” to submit donation

**Automatic Recurring Donations - Cards:**

• Login by entering your email address and password

• Select “Scheduled Giving” on the left hand navigation

• Select which fund you would like to donate to from the drop down list

• Enter your donation amount

• Select the frequency, number of installment and start date

• Add your card information and billing details

• Click “Activate Schedule” to start your recurring donation schedule