

Instructions for On-line Giving on The SOV Website

- 1) Click on the new tab on the website entitled “Giving”
- 2) Go to the online giving area and click on the “Donate” button
- 3) A new template will show up where you can enter the amount of your gift, choose what the purpose of your gift is and whether you want it to be a one-time gift or a recurring gift.
- 4) You can also click on the box to pay for the cost of the transaction which is:
 - a. \$.30 per transaction and
 - b. 3% of the giving amount for a credit card transaction (4% for AMEX) or
 - c. 1% of the giving amount for an ACH bank transfer

We highly encourage you to choose this option.

- 5) Press the continue button and fill in your first and last name along with your email address and any special notes or instructions (i.e. Memorial in honor of, designated gift for “x” purpose, etc.)
- 6) The next screen is where you either fill out the credit card info or you can choose to start a bank ACH transfer.
- 7) If you choose the credit card route after filling out the appropriate information you will be prompted to finish the transaction by clicking the button to “Donate Now”
- 8) You should receive a “Thank You” email acknowledging your gift the same day you donate.
- 9) If you choose the bank ACH route you will see that your transaction goes through STRIPE, a very secure portal utilized by many online retailers including Amazon.
- 10) You will be asked to log into your bank by choosing one of the banks listed or starting to type the name of the bank or credit union that you would like to utilize for your donation. You will need to enter your bank username and password and once you are in your bank account you can choose what account you want to take the donation from (checking, savings, etc.)
- 11) Click on the “Connect Now” button which connects you to your account and then you will confirm that you want your donation made from the account you chose. You can also securely save your account information for your next donation if you wish.
- 12) Click on the button and then you will see the “Success” message that you have completed the transaction. You should receive a “Thank You “ email acknowledging your gift a few days after you donate.