

HOW TO USE OUR ONLINE PAYMENT SYSTEM FOR DONATIONS

- 1) When you enter the online payment system from the **DONATE** portal, you will come to this page with a payment system. To start the process, click **ADD ITEM** and you will get a list of options.

Item	Item Cost	Item Total
	Surcharge	-
	Total	

Buttons: Login, Add Item, Reset, Next

- 2) Scroll down, where you can opt to choose a program to designate the donation toward. (Note, you can always choose "Greatest Need" if you wish to provide general support to MHS.) You see **CUSTOM** next to **ADD**, which allows you to choose an amount to enter.

Program	Option	Action
Donation to the Heritage Center	Custom	Add
Donation to the Research Center	Custom	Add
Donation to the Museum	Custom	Add
Donation to Publications	Custom	Add
Donation to Education and Outreach	Custom	Add

Buttons: Cancel

- 3) Once you've chosen how to direct your first gift, you can either **1)** Complete the transaction by clicking on **NEXT** at the bottom of the page; or **2)** Add another item, such as another designated gift to your transaction, by clicking on **ADD ITEM**.

Items Login

Item		Item Cost	Item Total
Donation to the Greatest Need	1	<input type="text" value="100.00"/>	\$100.00
Total			\$100.00

Add Item

Reset Next ← 1 ↑ 2

- 4) Once you complete all the designated and undesignated donations for this transaction, click on **NEXT** at the bottom of the page. You will be asked for your name, address, and shipping address. Hit **NEXT** at the bottom of the screen and you will be taken to the screen for entering your credit card information. This will complete the transaction.

Please call our office at 406-444-2918 if you have any questions about using our online system. We hope this tutorial was helpful.

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Montana
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