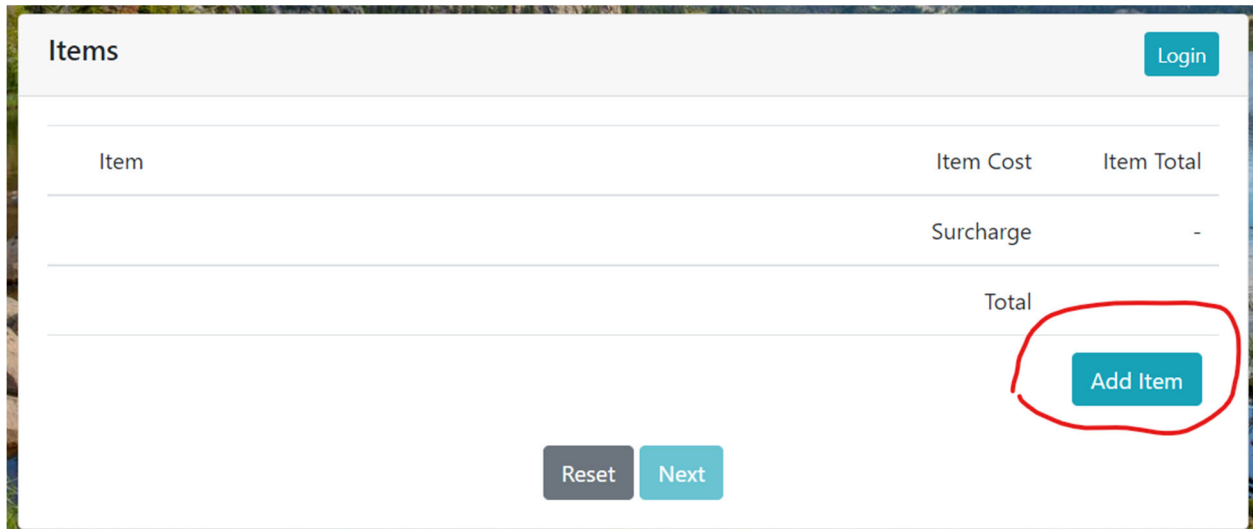


## HOW TO USE OUR ONLINE PAYMENT SYSTEM

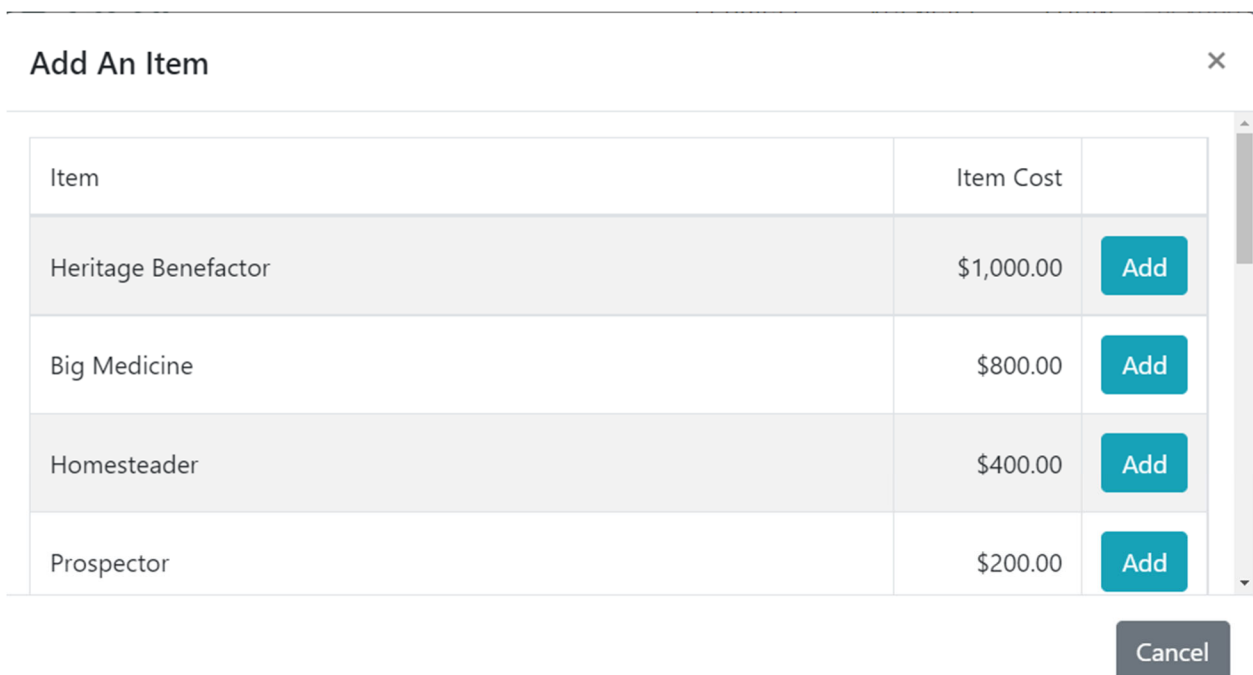
### MEMBERSHIP INSTRUCTIONS

- 1) When you enter the online payment system from the **JOIN or MEMBERSHIP** portal, you will come to this page with a payment system. To start the process, click “Add Item.” You will get a list of options.



The screenshot shows a web interface titled "Items" with a "Login" button in the top right corner. Below the title is a table with three columns: "Item", "Item Cost", and "Item Total". The table is currently empty. Below the table, there are three buttons: "Reset", "Next", and "Add Item". The "Add Item" button is circled in red.

- 2) If you are joining, renewing your **Membership** or giving a **Gift Membership**, you can choose the level by clicking **ADD** next the level you choose.



The screenshot shows a modal window titled "Add An Item" with a close button (X) in the top right corner. Below the title is a table with three columns: "Item", "Item Cost", and "Add". The table lists four membership levels: "Heritage Benefactor" (\$1,000.00), "Big Medicine" (\$800.00), "Homesteader" (\$400.00), and "Prospector" (\$200.00). Each row has an "Add" button. A "Cancel" button is located at the bottom right.

Item	Item Cost	
Heritage Benefactor	\$1,000.00	Add
Big Medicine	\$800.00	Add
Homesteader	\$400.00	Add
Prospector	\$200.00	Add

3) Once you've picked the membership level, you will go to a screen that looks like this.

The screenshot shows a form titled "Items" with a "Login" button in the top right. Below the title is a table with columns: Item, Quantity, Item Cost, and Item Total. The table contains one row for "Explorer" with a quantity of 1, an item cost of \$100.00, and an item total of \$100.00. Below the table, there is a "Membership Type \*" dropdown menu with "New Membership" selected. To the right of the dropdown is a text input field labeled "Gift Recipients Name (if applicable)". Below the dropdown is a note: "Please select the membership type". Below the text input field is a note: "If this is a gift, please provide the recipient's name". At the bottom right of the form, there is a "Surcharge" of \$4.23 and a "Total" of \$104.23. There are three buttons at the bottom: "Reset", "Next", and "Add Item".

Item	Quantity	Item Cost	Item Total
Explorer	1	\$100.00	\$100.00

Membership Type \*  
New Membership  
Please select the membership type

If this is a gift, please provide the recipient's name  
Gift Recipients Name (if applicable)

Surcharge \$4.23  
Total \$104.23

Reset Next Add Item

4) Click on the **down arrow** in box below **Membership Type** and you will see options; click on the type of **Membership** you are choosing. If you are choosing a **Gift Membership**, be sure to include the name in the box next to the Membership Type.

The screenshot shows the same "Items" form as above, but with the "Membership Type \*" dropdown menu open. The dropdown menu has four options: "New Membership", "New Membership", "Renewal", "Gift Membership", and "Not Sure". The "New Membership" option is highlighted. The "Gift Recipients Name (if applicable)" text input field is now empty. The "Surcharge" is now \$3.33 and the "Total" is \$73.33. The "Add Item" button is still present at the bottom right.

Item	Quantity	Item Cost	Item Total
Family	1	\$70.00	\$70.00

Membership Type \*  
New Membership  
New Membership  
Renewal  
Gift Membership  
Not Sure

If this is a gift, please provide the recipient's name  
Gift Recipients Name (if applicable)

Surcharge \$3.33  
Total \$73.33

Reset Next Add Item

- 5) Once you've chosen the type of **Membership**, you have the option to -> 1) complete the transaction by clicking **NEXT** at the bottom of the page; or -> 2) click on **ADD ITEM** to add a donation or a gift membership.

Item	Quantity	Item Cost	Item Total
Family	1	\$70.00	\$70.00
Surcharge			\$3.33
Total			\$73.33

Membership Type \*  
Renewal  
Please select the membership type

If this is a gift, please provide the recipient's name  
Gift Recipients Name (if applicable)

Reset Next Add Item

- 6) Once you complete all the purchases for this transaction, 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. That's it! You've done it.

## DONATION INSTRUCTIONS THROUGH THE MEMBERSHIP PORTAL

- 7) If you are **DONATING**, you will start with the same screen as Membership, simply scroll down to choose a program to designate the donation toward. (Note, you can always choose "Greatest Need" to provide general support to MHS). You see **CUSTOM** next to **ADD**, which allows you to choose an amount to enter.

### Add An Item ×

Donation to the Heritage Center	Custom	<a href="#" style="background-color: #00a651; color: white; padding: 5px 10px; border-radius: 3px;">Add</a>
Donation to the Research Center	Custom	<a href="#" style="background-color: #00a651; color: white; padding: 5px 10px; border-radius: 3px;">Add</a>
Donation to the Museum	Custom	<a href="#" style="background-color: #00a651; color: white; padding: 5px 10px; border-radius: 3px;">Add</a>
Donation to Publications	Custom	<a href="#" style="background-color: #00a651; color: white; padding: 5px 10px; border-radius: 3px;">Add</a>
Donation to Education and Outreach	Custom	<a href="#" style="background-color: #00a651; color: white; padding: 5px 10px; border-radius: 3px;">Add</a>

[Cancel](#)

8) Once you've chosen how to direct your 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 style="width: 80px;" type="text" value="100.00"/>	\$100.00
Total		\$100.00

[Reset](#)
[Next](#)

← 1

↑ 2

[Add Item](#)

9) Once you complete your membership and/or all the designated and undesigned donations for this transaction, click on **NEXT** at the bottom of the page. Then 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.***