

INSTRUCTIONS FOR THE CCHR FLORIDA DONATION PROGRAM

FIRST TIME DONATION

HOW TO SET UP AN ACCOUNT AND MAKE A FIRST TIME DONATION

CCHR HOMEPAGE

1. Click on "Give a Gift of Donation..." on the home page.

DONATION REGISTER PAGE

2. Click on "Register to Make Multiple Donations"
3. Fill in the "Register" box.
4. Click on "Sign Up"

DONATION LOG IN PAGE

5. Log into your account (the one that you just created).

DONATION GIFT CERTIFICATE PAGE

6. Enter your Company Information
 - a. Upload your logo: click on "Upload File" and select your logo from your computer, then "View Logo", then "Upload Logo", then "Close"
 - b. Fill in "Company address" box
 - c. Fill in "Signature on Certificate" box
7. Click on "Click here to create a new certificate"

DONATION NEW CERTIFICATE PAGE

8. Fill in the "Recipient" and "Amount" boxes
9. Choose your template by clicking on arrow to choose your type of event
10. Click on Go To Payment

PAYPAL PAGES

11. Fill in info asked by Paypal to make payment
Fill in your credit card number with no dashes. When you have completed making the donation on Paypal, click on the button "Return to Citizens Commission on Human Rights".
Paypal

DONATION GIFT CERTIFICATE PAGE

12. Print certificate by clicking on recipient's name in the column "Name on Certificate (Click to Print)"

The certificate will be printed from your web browser, and to avoid that the headers and footers from the browser are printed on the certificate, do the following in the print menu:

WINDOWS USERS:

- a. Select arrow next to the printer icon
- b. Choose "Page Setup"
- c. Under "Headers and Footers", set all to empty.

MAC USERS: Make sure that "Print Headers and Footers" is turned off in the expanded print dialog box

13. Log out

HOW TO LOG INTO YOUR ALREADY ESTABLISHED ACCOUNT AND MAKE A DONATION

Do Step 1.
Do Step 5.
Do Steps 8-13