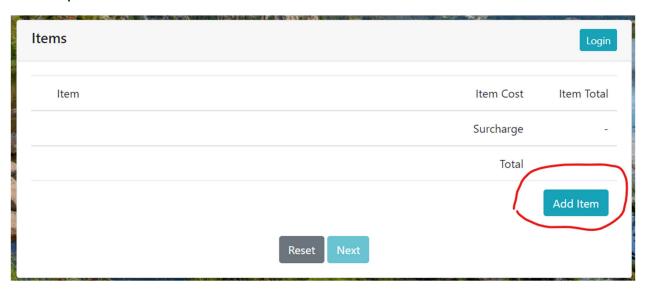
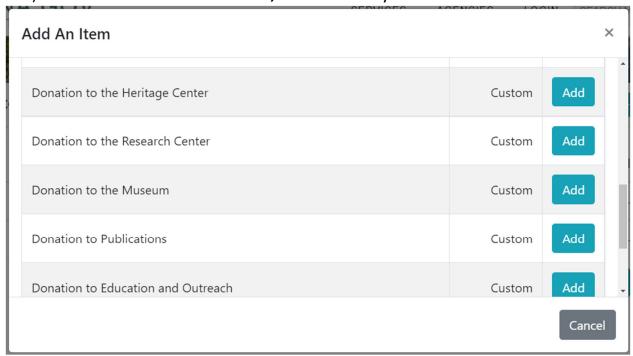
HOW TO USE OUR ONLINE PAYMENT SYSTEM FOR DONATIONS

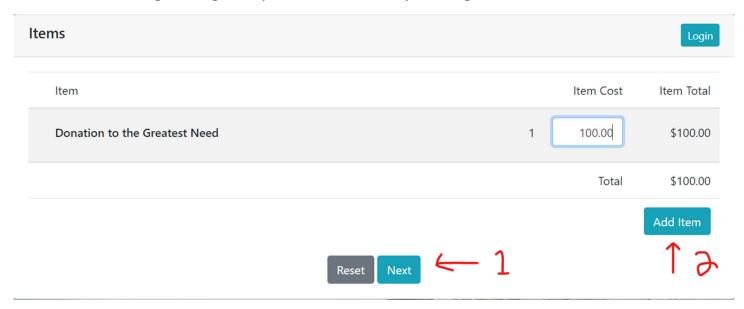
1) When you enter the online payment system from the **DONATE** portal, you will come to this page with a payment system. To start the process, click **ADD ITEM** and you will get a list of options.



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.



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**.



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.

