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.

![Payment System Screenshot]

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 Selection Screenshot]
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.*