HOW TO USE OUR ONLINE PAYMENT SYSTEM

MEMBERSHIP INSTRUCTIONS

 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.

Items		Login
ltem	Item Cost	Item Total
a 1	Surcharge	-
	Total	
		Add Item
	Reset	

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.

Add An Item					
	ltem	Item Cost		Î	
	Heritage Benefactor	\$1,000.00	Add	1	
	Big Medicine	\$800.00	Add		
	Homesteader	\$400.00	Add		
	Prospector	\$200.00	Add	Ŧ	
			Cancel		

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

ms				Log
ltem		Quantity	Item Cost	Item Tota
Explorer		1	\$100.00	\$100.0
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	\$4.2
			Total	\$104.2
				Add Item
	Reset Next			

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.

tems				Login
ltem		Quantity	Item Cost	Item Total
Family		1	\$70.00	\$70.00
Membership Type * New Membership New Membership Renewal	 If this is a gift, please provide the recipient's name Gift Recipients Name (if applicable) 			
Gift Membership Not Sure			Surcharge	\$3.33
			Total	\$73.33
				Add Item
	Reset Next			

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.

ms				Lo
Item		Quantity	Item Cost	Item To
Family		1	\$70.00	\$70.
Membership Type *	If this is a gift, please provide the			
Renewal				
Please select the membership type				
			Surcharge	\$3.
			Total	\$73.
				Add Item
		1		<u>↑</u>

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 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	Ŧ
	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
ltem		Item Cost	Item Total
Donation to the Greatest Need		1 100.0d	\$100.00
		Total	\$100.00
	Reset Next - 1		Add Item

9) Once you complete your membership and/or all the designated and undesignated 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.