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.

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

![Screenshot of membership selection screen]

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.

![Screenshot of membership selection with options]
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.

![Image of the Membership portal]

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.
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.

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.