



## ONLINE DONATION INSTRUCTIONS

Make a secure online credit card or debit card donation to any fund or endowment using the Community Foundation's website. The Community Foundation utilizes PayPal to securely process your gifts. Unfortunately PayPal is not as user-friendly as we would like, so we are providing these instructions for your convenience.

Every fund at the Community Foundation has its own webpage. You may make donations on your fund's webpage or on the home page of the Community Foundation's website at [www.pcfoundation.org](http://www.pcfoundation.org).

1. Go to home page of website at [www.pcfoundation.org](http://www.pcfoundation.org).
2. Click on the **Donate Online** button on the top right hand side of our home page.
3. When you get to the PayPal site, in the **Description box,** enter the name of the fund to which you wish to donate. In the box labeled **Item Price,** enter the amount of the donation you wish to make. Click **update.**
4. In the new screen, fill in name, address, telephone number, email address. Click **Continue.**
5. In the next screen, enter credit card number, expiration date, and security code.
6. Click **Review and Continue** at bottom of page.
7. On the next screen -- in the middle of the right hand side -- it says **Note to Seller Add.**
8. Click on **Add.**
9. You will see a screen with a box that will hold a message up to 255 characters. In this box, please note any special instructions such as
  - A. Name of Fund/Endowment
  - B. Name of person being honored or memorialized.
  - C. Name and mailing address of person you wish us to notify of your gift (without the amount).
10. Click **Pay Now**
11. You will then receive a screen confirming receipt of your gift. On left hand side of confirmation screen, there is contact information for the Community Foundation if you have any questions or further instructions regarding your gift. You will also receive an email message confirming your gift.