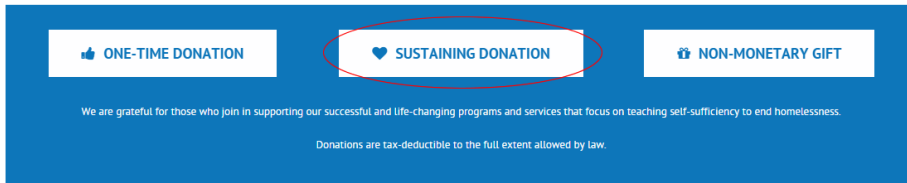


HOW TO: SET UP A MONTHLY DONATION TO GWC

STEP 1

Go to our webpage <http://www.gatewayctr.org/donate/> and click on the "Sustaining Donation" button at the top of the page.

Three Ways to Donate: _____



STEP 2


Fill out the online form detailing your contact information, the amount you intend to contribute monthly, the campaign with which this donation is associated (if applicable), and whether or not you would like to receive a monthly update on GWC's work via our E-Newsletter. This information is for our records.

The form is titled "gateway center" and "Online Recurring Donation Form". It contains the following fields and options:

- Name ***: First Name "John", Last Name "Doe"
- Email ***: "johndoe@johndoe.com"
- Phone ***: "(404) 123-4567"
- Mailing Address ***: "1234 Example Dr. SW"
- City**: "Atlanta", **State**: "Georgia", **Zip Code**: "30303"
- Recurring Monthly Gift ***: Radio buttons for \$10, \$25 (Director's Circle Membership - circled in red), \$50, \$100, \$500, and Other.
- Does your employer match donations?**: Radio buttons for Yes and No.
- If you would like to make this donation in someone else's name, please enter it here.**: Text field "In honor, in memory, etc."
- If applicable, please choose if your giving is in connection to one of the following:** Radio buttons for Human Clay, Gift Campaign (selected), and Volunteering.
- How do you prefer to receive acknowledgements and tax receipts?**: Dropdown menu with "Email - only an annual summary" selected.
- I would like to opt out of receiving the Gateway Center email list
- Submit Form** button

STEP 3

After submitting the online form, you will be taken to a Paypal portal. You have the *option* to submit your donation through an existing Paypal account *or* via credit or debit card. If you do not have a Paypal account, click "pay with credit or debit card below."

Log in to complete your checkout PayPal  Secure Payments

PayPal securely processes payments for Gateway Center. To complete your checkout using PayPal, please log in. [Learn more](#)

Description	Terms	Amount
Gateway Center Recurring Monthly Gift	\$25.00 USD for each month	\$25.00 USD

Check out using PayPal

Pay fast with PayPal. It's secure and you won't have to reveal your financial information. [Learn more](#)

PayPal

Email:


Password:

[Forgot your email address or password?](#)

No PayPal account? Pay using your credit or debit card

STEP 4

Complete the payment form with all required fields and click "Continue" at the bottom of the page. On the following page you will be asked to confirm your donation information.

Billing Information PayPal  Secure Payments

* Required

Description	Terms	Amount
Gateway Center Recurring Monthly Gift	\$25.00 USD for each month	\$25.00 USD

Choose a Payment Method

You need a PayPal account for this purchase.

PayPal I already have a PayPal account.

I need to create a PayPal account (where available). [Learn more](#)

Country

*Country:

Credit or Debit Card Information

*First Name:
(as it appears on card)

*Last Name:
(as it appears on card)

*Card Type:

*Card Number:

*Expiration Date:

*Card Security Code:
What's this?

Billing Address

*Address line 1:

Address line 2:

*City:

*State:

*ZIP code:

*Is this your shipping address?
 Yes, it is the same as my shipping address
 No
 No shipping is required

Contact Information

This information will only be used to contact you regarding your payment, if needed.

*Email Address:

*Home Telephone:

[Privacy](#)

*Once confirmed, you will receive an email from Paypal that your payment profile has been created! All donations are tax deductible to the full extent of the law. Gateway will send you a donation receipt for tax purposes certifying your charitable contribution. **Thank you!**