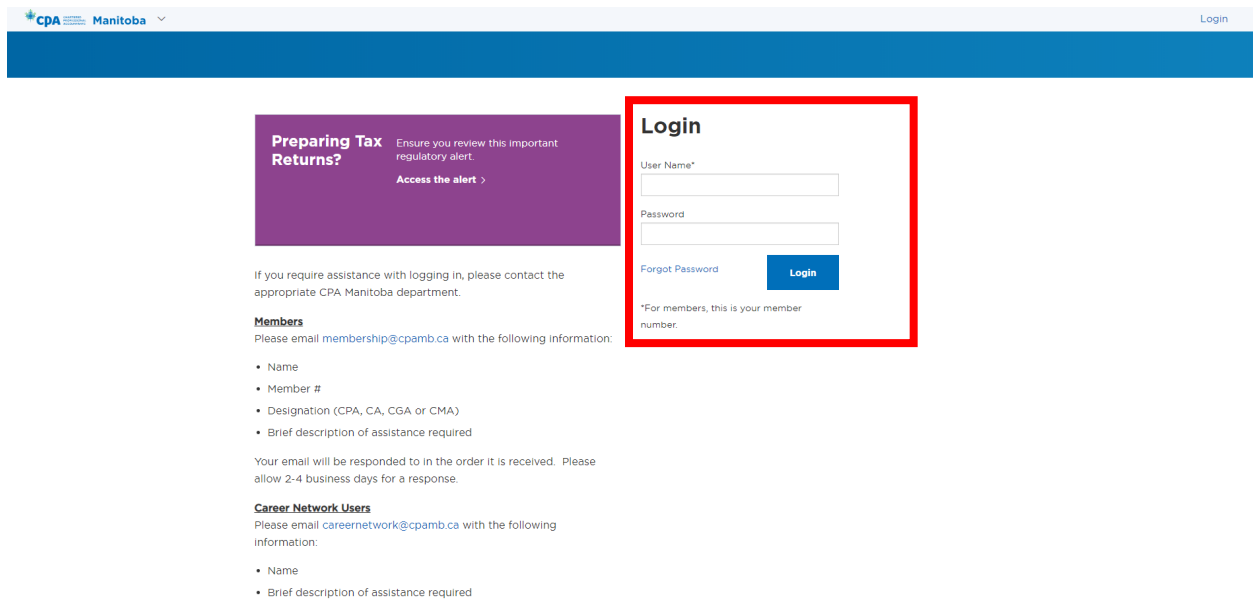


# How to Make an Online Donation

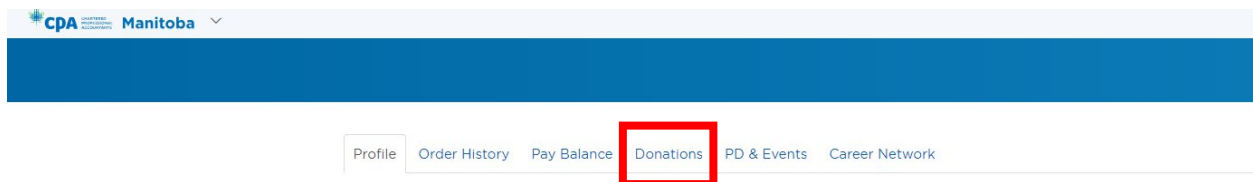
Thank you for choosing to make an online donation with the CPA Manitoba Foundation. The process for making an online donation is simple with 3 short steps:

1. Log in to your account by entering your **member number** and **password**.



The screenshot shows the CPA Manitoba website interface. At the top left is the CPA Manitoba logo, and at the top right is a 'Login' link. The main content area features a purple box on the left with the text 'Preparing Tax Returns?' and 'Ensure you review this important regulatory alert. Access the alert >'. To the right of this box is a 'Login' form, which is highlighted with a red border. The form contains fields for 'User Name\*' and 'Password', a 'Forgot Password' link, and a blue 'Login' button. Below the form, there is a note: '\*For members, this is your member number.' To the left of the login form, there are sections for 'Members' and 'Career Network Users', each with contact information and a list of required fields for assistance.

2. Select '**Donations**' from the available menu items.



The screenshot shows the CPA Manitoba website navigation menu. The menu items are 'Profile', 'Order History', 'Pay Balance', 'Donations', 'PD & Events', and 'Career Network'. The 'Donations' menu item is highlighted with a red box.

3. From the **'Donations'** screen, one can easily select either a suggested amount, or choose an alternative option. Click on **'Proceed with Donation'**.

The screenshot shows the 'Donations' page with a navigation bar containing 'Profile', 'Order History', 'Pay Balance', 'Donations', 'PD & Events', and 'Career Network'. Below the navigation bar are two buttons: 'Donate' and 'Receipts'. The main content area is titled 'Donate Now' and includes a 'One-Time' section with the text 'Make a one-time donation to the CPA Manitoba Foundation.' Below this text are five buttons for suggested amounts: '\$20', '\$50', '\$100', '\$250', and '\$ Other'. There is also a text input field for a message. At the bottom of the form, a blue button labeled 'Proceed with donation' is highlighted with a red rectangular border.

4. Once one selects how much they would like to donate, one would only need to enter the relevant credit card information. Mastercard, Visa, and American Express are all payment options that are accepted. Once all fields are completed, please click on **'Submit'**. Please only click on the link once. **Multiple clicks will result in multiple payments being made.**

The screenshot shows the 'Personal Donation' page with the same navigation bar as the previous screenshot. Below the navigation bar are 'Donate' and 'Receipts' buttons. The main content area is titled 'Personal Donation' and contains a table with two columns: 'Product' and 'Price'. The table has one row with the text 'CPA Manitoba Foundation Donation (for Me)' and the price '\$20.00'. Below the table is a blue button labeled 'Clear Donation'. Underneath the table are three credit card logos: 'AMERICAN EXPRESS', 'MasterCard', and 'VISA'. Below the logos are two input fields: 'Credit Card Number' and 'Expiration Date'. The 'Expiration Date' field consists of two dropdown menus for 'Month' and 'Year'. At the bottom of the form, a blue button labeled 'Submit' is highlighted with a red rectangular border.

5. Click on **'Receipts'**. Doing so allows you to conveniently download your charitable tax receipt.



Each line shows only the first donation in an order. If the order contains more than 1 donation please click the View button to see all the items in the order.

	Unique ID	Date	Donation	Amount
<a href="#">View</a>	2865231	July 25, 2018	CPA Manitoba Foundation Donation	\$400.00
<a href="#">View</a>	2863641	July 05, 2018	CPA Manitoba Foundation Donation	\$100.00
<a href="#">View</a>	2671611	December 05, 2017	CPA Manitoba Foundation Donation	\$100.00

Easy as that! Thank you again for your support of the CPA Manitoba Foundation!

If you encounter any difficulties, or would like to speak with CPA Manitoba Foundation staff, please contact:

Email: [foundation@cpamb.ca](mailto:foundation@cpamb.ca)

Phone: 204.943.1538