

How to make Recurring and One-Time Donations to FUPCDC via PayPal:

Keep these in a safe place where you will know how to find them when you need them.

To Make a Recurring Donation:

- 1) Go to FUPCDC Web site at <http://www.fupcdc.org/>
- 2) Click on "Donate to FUPCDC" button in upper right-hand corner or in the left-hand menu
- 3) Locate the section of the form for RECURRING donations.
- 4) Choose which fund you wish to donate to, how much to donate each time, whether you want it to recur weekly or monthly, and how many payments you want. Leave blank or enter "0" (zero) to have it recur until cancelled.
- 5) Click "Make a Donation." This will take you to the PayPal web site in a new window or tab.
- 6) If you have a PayPal account already established, simply log in with your PayPal login and password.
 - a) Choose which of your usual source of funds (credit card, bank account) to use.
 - b) Click "Pay"
- 7) If you do NOT have a PayPal account, you will need to create one.
 - a) Click the link where it says "Don't have a PayPal account? Use your credit card or bank account (where available)."
 - b) Fill out the form with your personal info and banking details to create a PayPal account with a payment method such as credit card or bank account.

To Make a One-Time Donation:

- 1) Go to FUPCDC Web site at <http://www.fupcdc.org/>
- 2) Click on "Donate to FUPCDC" button in upper right-hand corner or in the left-hand menu
- 3) Locate the section of the form for ONE-TIME donations.
- 4) Choose which fund you wish to donate to and how much to donate.
- 5) Click "Make a Donation." This will take you to the PayPal web site in a new window or tab.
- 6) PayPal login is NOT required and you are not required to create an account for one-time donations. However, it is highly recommended to help you keep track of your expenses. Log in or choose "Continue" as appropriate.
- 7) Enter the details requested and confirm your donation.
- 8) Click the "Donate [your amount] Now" button.

To Cancel a Recurring Donation:

Call the FUPCDC office and we can do this for you, or

- 1) Log into your PayPal account.
- 2) Click on the "History" link under the "My Accounts" tab.
- 3) Change the pull-down menu to the right of "Show:" to "Subscriptions"
- 4) Click the radio button beside "Within:" and change the pull-down menu to "The Past Year."
- 5) Click the "Search" button.
- 6) Locate the appropriate subscription created. There should be a separate one for each fund you are giving to. It should be in "Active" status if it is still making regular donations. Click the "Details" link for the subscription you wish to cancel. You will have to do this with each subscription.
- 7) Click the "Cancel Subscription" button at the bottom of the page.

* Note: You can change the source of your funds to a different bank account or credit card that has been set up at PayPal with these same steps. Simply change step 7 to the new information and click "Update Information" instead.