

## DONOR PORTAL GUIDE

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Log in to the **Donor Portal** with the email address associated with your recurring donation. If you have multiple email addresses and are unsure which to use, please email <u>sverdon@redrover.org</u> for all things FurEver Friends.



You will receive an email with a link to access your recurring donation in the Donor Portal.





Once logged in, you will be able to make changes to your recurring donation, including:

- Your name and/or email address
- Your telephone and/or mailing address
- Payment information
- The amount and/or date of your donation

## To change your name and/or email address:

• Click on the drop-down menu in the upper right corner and select Profile.



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	Ver.	🔗 Savannah Verdon 🗸		
← BACK TO HOME Profile				
Donor name	Savannah Verdon	Change		
Email	sverdon@redrover.org	Change		



## To change payment information:

• Scroll down on the home page to the Recurring Donation block and click on the cog icon.

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→ C ts redr	rover.donorsupport.co/recurrings/RA	UGBYAY	<ul> <li>२ के </li> </ul>
	← ВАСК ТО НОМЕ		
	Monthly donation st	tarting October 4, 2022	
	RECURRING DONATION	()	DIT PAYMENT DETAILS
	Status	① This monthly donation will resume on Mar 4, 2024.	
	Donation amount	\$1.00 USD 💮 GIVE MORE	
	Next payment	Mar 4, 2024	
	Payment method	•	
	Designation	<b>a</b> .	
	Comment.	(# 1	

This will take you to the next page.

• Click on the cog icon again to open a pop-up window and make your changes.

## It is important to keep your cursor within the pop-up window while scrolling – otherwise, it will close.

Note: if you need to pause your recurring donation for up to one year, please email <a href="mailto:sverdon@redrover.org">sverdon@redrover.org</a>.

RedRove	Edit payment details	
	Amount	
1.000	\$1 USD/mo	
Monthly donation start	Cover transaction costs	
HE UNITED DONATION	Frequency (C) Monthly	
TRANSF.	Installments will run on the	
	4th ~	
Assessment	Payment method	
	•	
(Alaski majiratiki )		

You can also update your phone number and/or mailing address by scrolling down and clicking on the cog icon to the right of Contact Details.



You can increase the amount of your recurring donation when you update your payment information or by clicking the + Give More button. This will open a new tab on your browser where you can choose your new donation amount and opt to cover the transaction costs. This new feature is a quick and easy way to do more for the animals!

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	← BACK TO HOME Monthly donation st	tarting October 4, 2022		
	RECURRING DONATION		EDIT PAYMENT DETAILS	
	Status	(1) This monthly donation will resume on Mar 4, 2024.		
	Donation amount	\$1,00 USD ( GIVE MORE		
	Next payment	Mar 4, 2024		
	Payment method	•		
	Designation	<b>a</b> .		
	Comment			
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Continue scrolling to find your Donation History. Here you can download individual receipts. To download all receipts for the calendar year, click on Receipts in the upper right corner and select the year.

Mailing address				
DONATION HISTORY			RECE	IPTS
Date	Amount	Payment method		
<ul> <li>Feb 4, 2023</li> </ul>	\$1.00 USD		-	
✓ Jan 4, 2023	\$1.00 USD	•	ب ک	• ·
Dec 4, 2022	\$1.00 USD	•	ب بلخ	
Nov 4, 2022	\$1.00 USD		2 -	
<ul> <li>Oct 4, 2022</li> </ul>	\$1.00 USD	•	ب بخ	•
	CANCEL RECUI	RING DONATION		

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	Amount	Donation date	Tssue date 20	123			
	\$1.00 USD	Feb 4, 2023	Feb 4, 2023				
	\$1.00 USD	Jan 4, 2023	Jan 4, 2023	*			
	\$1.00 USD	Dec 4, 2022	Dec 4, 2022	*			
	\$1.00 USD	Nov 4, 2022	Nov 4, 2022	ب			
	\$1.00 USD	Oct 4, 2022	Oct 4, 2022	Ł			

Your receipts will be saved to your device as a compressed folder of pdfs.

**PLEASE NOTE: Only donations made online will have receipts available in the Portal.** If you also made donations through the mail, a complete statement of your annual giving history will be mailed to you before January 31 of the following year.

For convenience, you can also navigate to your Donation History and receipts by selecting it from the drop-down menu or scrolling down on the home page.