# **Donating to PUC using PayPal**



PayPal can be used for one time donations or for automatic recurring donations using your credit card or bank account. PayPal charges ~2.5% for credit card transaction fees. Please consider adding \$2.50 for each \$100 dollars of your donation to cover these fees. Detailed <u>instructions</u> are listed below or, if you're ready to donate, press the button below.

Donate Now Using PayPal

**Step-by-Step Guide** — Follow these steps to donate to PUC using PayPal. Screenshots (pictures of what you should see on your computer screen) are included to help guide you. If you have questions, please contact the PUC office.

#### **SCREEN 1**



<u>Step 1</u>. Click the PayPal button above or click on this PayPal symbol that appears on the lower right hand side of every page on the PUC web site

<u>Step 2</u>. Choose amount and frequency of donation(s). You should see this page next. Enter amount you want to donate in the donation amount. Click the box if you'd like to make this an automatic recurring payment each month.

<u>Step 3</u>. Select payment method. If you have a PayPal account, follow the "3a" steps; if not follow the "3b" steps.

<u>Step 3a, Part 1</u>. PayPal Account. For a faster checkout, log in to PayPal, in the box at the lower right. Don't worry, you'll be able to choose the method of payment later.

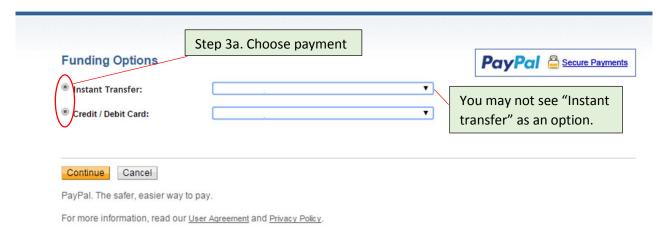
Step 3b, Part 1. No Account. To pay with your credit card, click "Continue" on the lower left



#### SCREEN 2 - Will be different if you have a PayPal Account

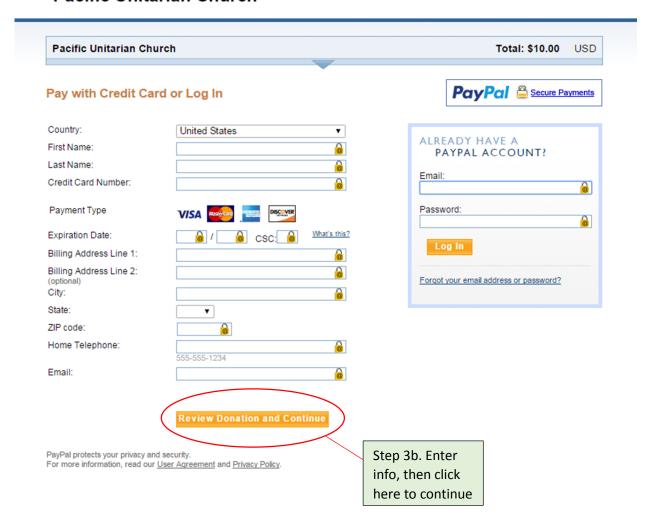
Step 3a, Part 2: Payment Information using PayPal Account.

If you've signed into PayPal, you'll see this screen and be asked to select how you want to fund the donation. Select the credit card you'd like to use or Instant Transfer (if available—not everyone will see this). Instant transfer allows you pay transfer funds from your bank account. Then click the "Continue" button.



Step 3b, Part 2: Payment Information without PayPal Account.

Enter your name, address, credit card information, etc. If you have a PayPal account you don't have to re-enter all this information each time you make a donation in the future. When complete, click the "Review Donation and Continue" button.

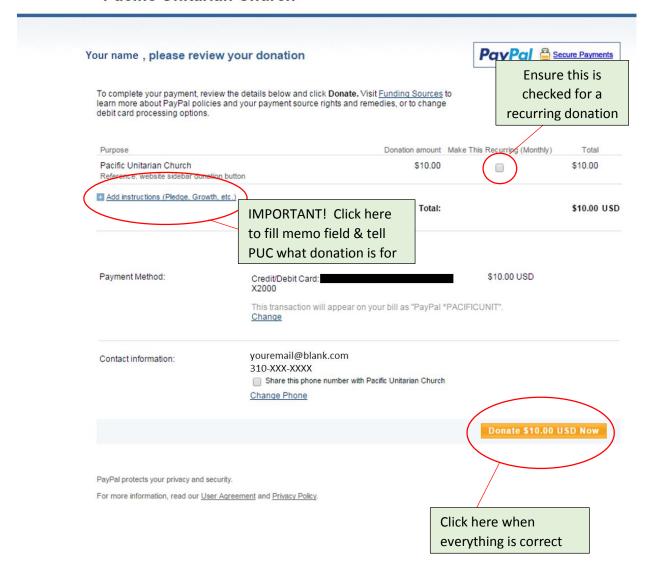


# **SCREEN 3 – Confirm and Approve**

<u>Step 4.</u> Review. Confirm that the amount is correct and that the check box is checked if making a recurring monthly donation.

<u>Step 5.</u> Memo Field. Click on "<u>Add instructions</u>" to fill out the memo field and tell PUC what the donation is for (Operating, Growth, Endowment, etc)

Step 6. Approved. Finally click on the "Donate \$X.00 USD Now" button to complete donation



#### **SCREEN 4 – Confirmation**

<u>Step 7:</u> You should now see the confirmation screen below and should be redirected back to the Pacific Unitarian Church website. If not redirected shortly, click on the "<u>click here</u>" link.

If you ever want to change your payment method or amount, log into your PayPal account and go to Recurring Payments to make changes. If you have any problems doing this, please contact the PUC Office for support.

#### You Made A Payment



Your payment for \$10.00 USD has been completed.

You are now being redirected to Pacific Unitarian Church

If you are not redirected within 5 seconds click here.

PayPal. The safer, easier way to pay. For more information, read our <u>User Agreement</u> and <u>Privacy Policy</u>.

# THANK YOU For Supporting Pacific Unitarian Church.

