

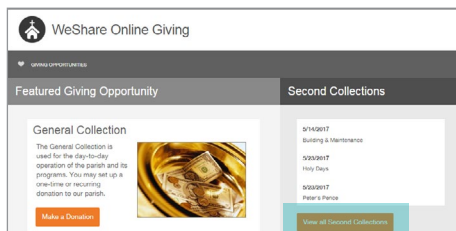
## HOW DO I LOG IN?

The Login button is located in the top-right corner of the site. If this is your first visit to the site, you will not receive Login credentials until you have submitted your first donation.

## HOW DO I DONATE TO SECOND COLLECTIONS?

Making donations to second collections is more simple than ever, follow the steps below:

- 1 To donate, click **“View All Second Collections”**.

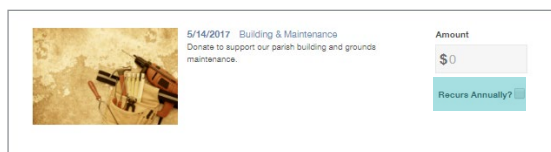


- 2 Enter a donation amount. Review your options below:



- a Select **“Split Amount to Second Collections”** to split the total donation amount entered evenly amongst all second collections.
- b Select **“Designate Amount to All Second Collections”** to donate the amount entered to each second collection.
- c Or simply enter your donation amount next to the particular second collection(s) you would like to contribute to.

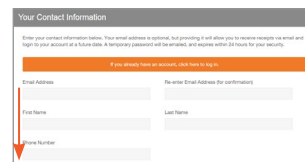
- 3 If you would like the donation(s) to automatically recur each year, check the **“Recur Annually”** box. You must select the box for each second collection you wish to recur.



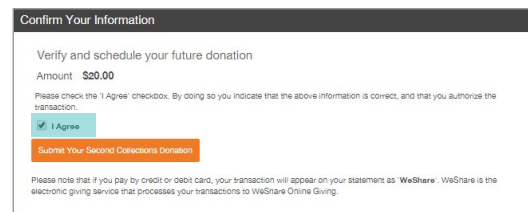
- 4 Choose your payment type and enter payment details.



- 5 If you are a new user, fill in your basic content information.



- 6 Check the **“I Agree”** box and click **“Submit Your Second Collections Donation”** button to authorize the donation.



## HOW DO I MAKE CHANGES TO MY SECOND COLLECTION DONATIONS?

- 1 Login in the top-right corner and click **“View All Second Collections”**.
- 2 Make any necessary changes to the donation amounts. Or, to **“Delete”** a donation, set the amount to \$0.
- 3 Check the **“I Agree”** box and click **“Submit Your Second Collections Donation”** button to authorize your changes.