



Round Up Donor Registration Process

Step-by-step guide for donors to sign up for Round Up donations

ROUND UP GIVING SIGN UP PROCESS [via Harness]:

1. Visit WVCA's donate page: <http://www.wvcakids.org/donate>
2. Once on WVCA's donate page, click the ROUND-UP "Donate" button
3. Click GET STARTED
4. Connect a debit/credit card and click CONTINUE
5. View the "Authorize Round Ups" info page and click CONTINUE
6. Choose your bank from the list (or use search bar)
7. Input your bank log in information
8. Choose the account the card you input is connected to
9. Designate your funds to a certain campaign (OPTIONAL)
10. Set a monthly cap (this can always be adjusted later) & click SUBMIT

VIEW & PRINT GIVING RECEIPTS:

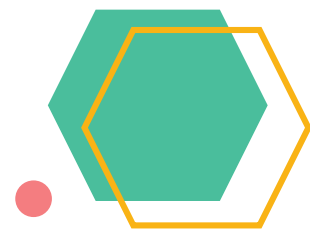
1. Log into your personal Donor Dashboard
2. Choose the person icon in the upper right-hand corner
3. Select "Donation History"
4. Select "View Receipt"
5. Select "Print This Receipt"

STOP ROUND-UP DONATION:

1. Log in to your personal Donor Dashboard
2. Select the person icon in the upper right-hand corner
3. Select "Round-Ups" from the drop-down menu
4. Select "Settings"
5. Select "Remove"
6. Check "Yes, I confirm this action"
7. Select "Remove Round-Ups"

CHANGE ROUND-UP DONATION MAX CAP:

1. Log in to your personal Donor Dashboard
2. Select the person icon in the upper right-hand corner
3. Select "Round-Ups" from the drop-down menu
4. Select "Settings"
5. Drag & release the arrow scroll bar underneath "Monthly Cap"
**Note: The lowest cap is \$10*
6. Select "Save Changes"



Questions? Reach out to Christine Mackin Meluskey
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