



WATER FOR PEOPLE

Water For People's Workplace Giving Online Program – U.S.

Online Donations are a quick, easy and secure way to support our work!

HOW IT WORKS:

- 1) Go to Water For People's home page – www.waterforpeople.org.
 - Click on the "Online Donation" link.
 - Click on the "USA Donations" link.
- 2) To Register: If you would like to register so you can make future donations without registering again, click on the "Register Now" link.
 - Please fill in all requested fields.
 - Please note that the Title Box asks for Mr. / Ms. / Mrs., etc....not job title.
 - Click on the appropriate boxes that ask for "Additional Information."
 - When information is complete, click "To continue."
- 3) To Donate:
 - Click the appropriate link – "Support Water For People with Monthly Automatic Donations" or "Support Water For People with a One-Time Donation."
 - To contact us or mail in your donation, see the bottom portion of this section.
- 4) Registration Screen
 - If you have already registered, use the floating window to log-in.
 - If you have not already registered, please see #2 instructions.
- 5) Online Donation Screen:
 - Will read, "Welcome to our online donation page (user's name)."
 - If you had made a prior donation, you can view your donation history by clicking the link at the top of the page. **Please indicate an expiration date for your donation. Otherwise donations will continue indefinitely until Water For People is notified in writing.**
 - Donation information: Select the amount you would like to donate.
 - Designation field: **Select Workplace Giving Contribution.**
 - Payment information fields: Please complete.
 - **In the "Source" field, use the pull down menu to select Peninsula Campaign.** This will ensure that the campaign is properly credited.
- 6) After you have completed the transaction, a thank-you will immediately pop up on your screen, and will also be e-mailed to you directly. You will receive further acknowledgement if you requested it in the registration fields.

THANK YOU FOR SUPPORTING OUR WORK!

Water For People • 6666 West Quincy Avenue • Denver, CO 80235

303.734.3490 • 303.734.3499 (fax)

info@waterforpeople.org www.waterforpeople.org