**Step 1:** Select the amount of your donation by clicking on the desired amount. If you want to give a different amount than what we have listed, click on the “OTHER” button and enter the amount of your donation.

Donation

[Buttons: $25, $50, $100, $300, Other]

**Step 2:** If you want to make your donation automatically each month, simply check the “Make this a monthly gift” option and then select the first or fifteenth of the month. Your gift will be automatically charged/debited to your selected method of payment each month on that day.

I want to make this gift automatically each month!

- Make this a monthly gift
  - Give monthly ▼ on ▼ day 1 of each month
  - Your first gift will occur ▼ day 1 of each month ▼ day 15 of each month

**Step 3:** Designating the fund to which your gift will be applied is essential. The menu appears when you click on the small arrow on the right-hand side of the designation box. If you do not see the fund of your choice listed, select “OTHER” and a new field* will open for you to type in the name of the fund.

Designation

Designation: ▼ Providence Fund ▼ Emergency Student Aid Fund ▼ Other

Designation* Other ▼ other designation
Step 4: If you have any special instructions to accompany your donation, add them to the “Leave a comment” field. The most common instructions are when making a donation “in honor” or “in memory” of someone. Just type the name and address of the person(s) you wish to receive a card of acknowledgement.

Leave a comment (optional):

Step 5: If your payment method is by Credit or Debit Card, fill in your billing information and then click on the “Secure Payment” button to fill in your credit/debit card details.

(Direct Debit instructions (Step 5a) begin on page 5 of this giving guide.)
Step 6: Credit and Debit card information can be entered manually by 1. selecting the “Pay by Card” payment method. 2. You will confirm your contact and billing information then 3. submit your card details. For those that wish to use your e-wallet to make your donation, options are available by clicking on the “or by wallet” payment option.

Once you have entered your Credit/Debit Card details, and click “Finish and Pay”, you will receive a confirmation email from us with all the details pertaining to your donation.
**Step 6a:** If you pay by e-wallet as a new user, 1. simply enter your card credentials and click on the continue button to make your donation. 2. If you are a returning donor to NOBTS and Leavell College by way of e-wallet, simply enter your email address to expedite the donation process.

Once you have entered your Credit/Debit Card details, and click “Finish and Pay”, you will receive a confirmation email from us with all the details pertaining to your donation.
**Step 5a:** Paying by Direct Debit (Electronic Funds Transfer) you'll provide your bank account information, including the account type, before filling in your billing address. Finalize your donation by clicking on the “Donate” button.

Once you have enter your account details and submit your donation, you will receive a confirmation email from us with all the details pertaining to your gift.