

# Online Donation Instructions

Follow the instructions on the next six pages to successfully make a donation to CPEP through our website.



Step 1: Visit [www.cpepdoc.org](http://www.cpepdoc.org) and click the “Make Payment/Donation” button



Step 2: Enter the amount of money you would like to donate and click the “Continue” button. **NOTE: You do NOT need to log in or create a profile to make a donation.**

**Payments**

If you've already created a profile, please "Log In" on the right, otherwise continue.  
If you are making a donation, you **do not** need to "Log In" or "Create Profile".

Donation:  ←

Online Donations

Assessment/Reentry:   
Deposit Amount, please enter: \$6750.00

ProBE:   
ProBE Tuition, \$1795 US / \$2028.35 Canada

Medical Record Keeping Seminar:   
Seminar Only, please enter: \$995.00

PIP Follow Up:   
PIP Follow Up, please enter: \$1550.00


Education:   
Amount Varies

Communication Course:   
Communication Course Fee: \$1,695

Prescribing Course:   
Prescribing Course Fee: \$2,525

**Total:** \$1,000.00

Payment Frequency: One Time

Payment Date:  mm/dd/yy 

←





Step 3: Enter your payment information. In the field labeled “Name of Program Attendee,” you may put your own name, the name of your organization, or the name of someone in whose name you are making the donation. After you have entered this information, you can choose a method of payment (see next slide for instructions).

The screenshot shows a web form for online payment. The form is titled "Online Payment" and "Payment Information". It contains the following fields and values:

Field Label	Value
First Name: (required)	William
Last Name: (required)	Donor
Address 1: (required)	555 North Willow St
Address 2:	
City: (required)	Anywhere
Country:	UNITED STATES - US
State / Zip: (required)	CO /
Phone Number:	5555555555
Email Address:	wdonor@gmail.com
Name of Program Attendee (required)	William DOnor

The "Name of Program Attendee" field is circled in black, and a black arrow points to it from the right side of the form.

Account Type  
 Checking  Savings  Credit/Debit Card

Card Number:

Card Verification Value (CVV2):  [What's This?](#)

Expiration Date:

Name Of Cardholder:

Use Same Address As Above

Billing Address 1:

Billing Address 2:

Billing City:

Billing Country:

Billing State / Zip:  /

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**Would you like to save your profile before continuing?**

Saving your profile will:

- Take only a moment—all you have to do is select a password
- Enable you to change or stop a recurring payment at any time
- Allow you to view and print your online payment history

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**Note:** Please review the information you entered carefully. Once you click the Process button your payment will be submitted.

Step 4: Enter your method of payment. **NOTE:** You will need both account and routing numbers if you choose to pay through a bank account.

After entering your method of payment information, click the "Process" button. **NOTE:** You do **NOT** need to create a profile or select a password at any point in this process.

Step 5: After you click the Process button, your payment will be confirmed on-screen

**Online Payment**

[Return to our Home Page](#)

**Your confirmation number is 126645781**

**Thank you for your Payment to**

ES10891  
CPEP  
720 S. Colorado Blvd, Suite 1100-N  
Denver, CO 80246  
www.cpepdoc.org  
303-577-3232  
United States- US

**Payment Summary**

Donation [REDACTED]

**Your credit card will be charged on 09/29/15 for** [REDACTED]


**Contributor Information**

Contributor ID: 17863303  
First Name: William  
Last Name: [REDACTED]  
Phone Number: [REDACTED]  
Email Address: [REDACTED]@c.org  
Name of Program Attendee: [REDACTED]


**Card Information**

Account Type: Credit Card - Visa  
Account Number: [REDACTED]  
Transaction Type: Purchase  
Approval Code: 029682  
Recurring Transaction: No  
Frequency: One Time

Important-please retain this copy for your records.  
09/29/15 02:32:56 PM 70.98.146.244

 [Print Page](#)

[Return to our Home Page](#)





[Privacy & Security](#)

Step 6: Within a few moments after you click the Process button, you will receive an e-mail confirming your donation. The donation process is now complete.



Thank you for your payment!

Details regarding your payment are shown below. Contact CPEP directly if you need to discuss any changes to this information.

You may wish to retain a copy of this email for your records.

Payment Details:

ES10891  
CPEP  
720 S. Colorado Blvd  
Suite 1100-N  
Denver, CO 80246  
[www.cpepdoc.org](http://www.cpepdoc.org)  
303-577-3232  
United States- US

Your confirmation numbers are 126645781

Contributor ID: 17863303  
First Name: William  
Last Name: [REDACTED]  
Phone Number: [REDACTED]  
Email Address: [REDACTED]@[REDACTED].c.org  
Name of Program Attendee: [REDACTED]