Online Donation Instructions

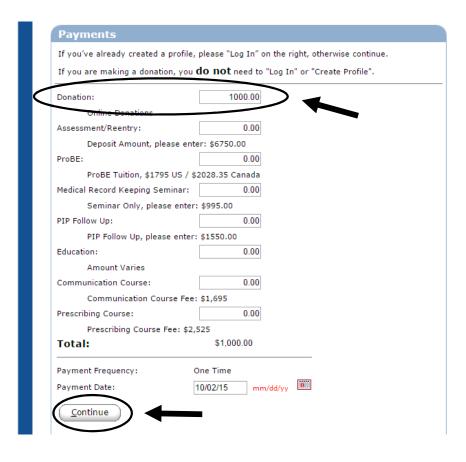
Follow the instructions on the next six pages to successfully make a donation to CPEP through our website.



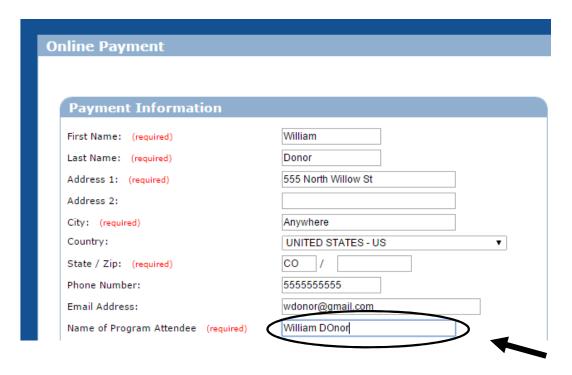
Step 1: Visit www.cpepdoc.org and click the "Make Payment/Donation" button

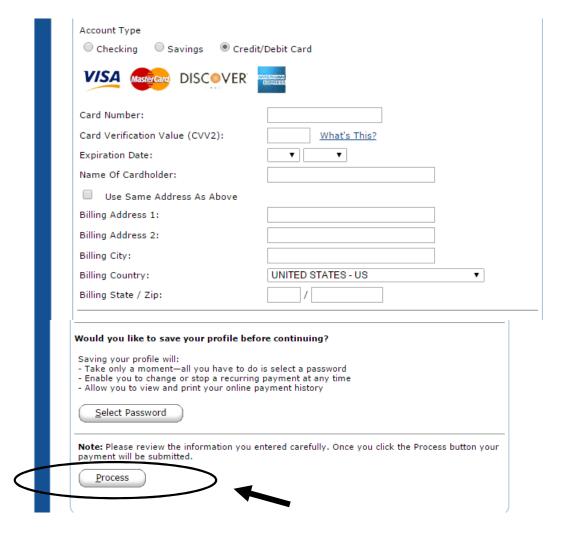


Step 2: Enter the amount of money you would like to donate and click the "Continue" button. **NOTE: You do** *NOT* need to log in or create a profile to make a donation.



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 (<u>see next slide for instructions</u>).

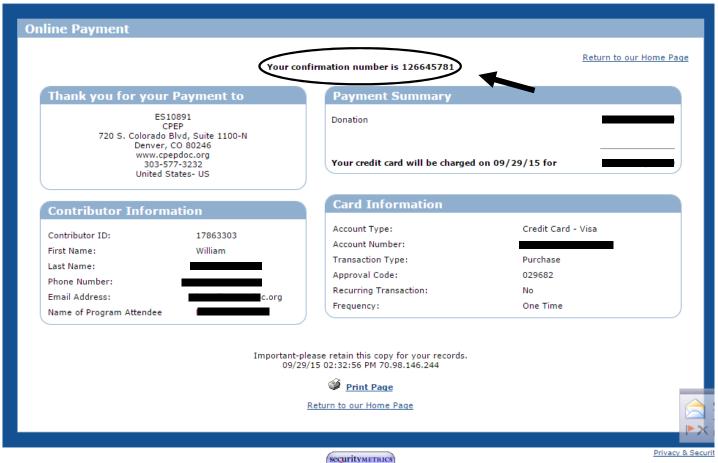




Step 4: Enter your method of payment. **NOTE**: You will need both account and routing numbers if you choose to pay through a bank account.

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



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.

