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## **Donate Online Instructions:**

1. Click on blue “Donate” button.
2. On next screen, select the desired donation amount from the options or select the blank box at the end of the list and enter the amount you wish to donate.
3. Under “Security Code” enter the letters or numbers shown in the box below the words: “Please enter the security code above.” (The security code is intentionally difficult to read because it is used to verify that a person rather than a machine is entering the data. The letters in the code may be in upper or lower case. It will accept either lower or upper case in your entry. If the information is entered incorrectly a new code will come up so just try again.)
4. Click on “Continue” at the bottom of the screen. The next screen looks like a retail order form.
5. Use the description space if you wish to designate your donation as a memorial contribution or restricted to a specific program. This is NOT a required entry.
6. Enter the payment information:
  - Credit or Debit card number
  - Expiration date shown on your card
  - Card code – a 3 or 4 digit code found on your card (see inset on the screen for details)
7. Enter the billing information for your credit or debit card
8. Click on “Pay Now” at the bottom of screen and you are done!

**Note: If you have trouble with the online donation procedures, please contact HCFS at: [hcfs@centurytel.net](mailto:hcfs@centurytel.net) or call 715-634-4237.**