

## When to Use Online Payments

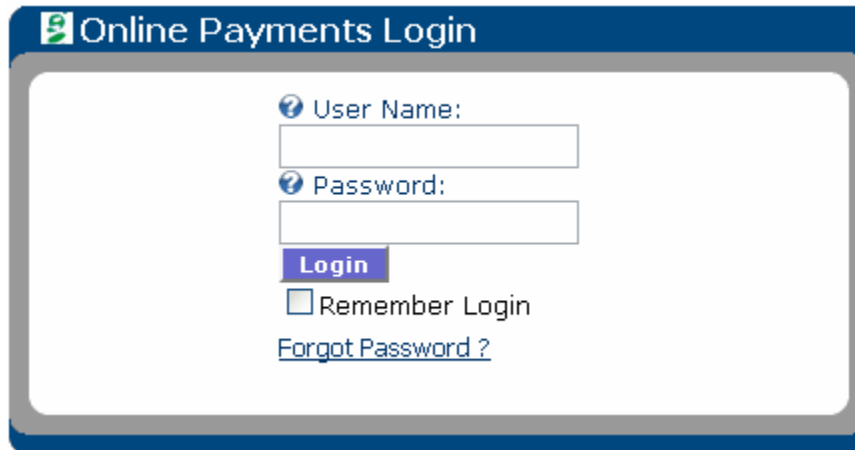
**Greater Giving Event Software Online** will provide you with report data for transactions made through your website. There are only a few cases where you will need to log in directly to **Online Payments**, using the login information provided in your Welcome email.


### *Creating a year-round donation page.*

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If you would like to create a year-round donation page that is not linked to an event in the Event Software, log directly into Online Payments using the login information from your Welcome email.

1. In a web browser, type in your unique Online Payments URL and go. The format is: [https://\[shortname\].ejoinme.org](https://[shortname].ejoinme.org).




2. After logging in, click **Edit my donation page** to create your year-round donation page.
3. For more in-depth instructions, click  and choose **Managing Pages > Creating a Donation Page**.

### *Reconciling Online Payments statements.*

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If you would like more detail about the transactions included in an Online Payments statement (emailed to you Fridays), Online Payments provides a robust reporting tool.

Your Online Payments statement should look something like this:

<b>Greater Giving</b> 13221 SW 68th Parkway Suite 460 Portland OR 97223	 <b>greater giving</b> A division of <b>global payments</b>		
<b>STATEMENT OF ACCOUNT</b>			
Greater Giving Customer # 001234	Online Payments (OPINV)		
<hr/>			
Non-Profit Organization 1234 Somewhere Lane Anytown, OR 91234	Statement Date 1/15/10		
<b>DEPOSITS</b>			
<b>Card Type</b>	<b>Approved Transactions</b>		
Visa/MC/Discover American Express	\$1,405.00 \$2,062.00		
<b>Total Approved Deposits</b>	<b>\$3,467.00</b>		
<b>FEES &amp; CREDITS</b>			
<b>Fees &amp; Credit Type</b>	<b>Deposit or Quantity</b>	<b>Processing Rate or Amount</b>	<b>Total</b>
OP - Amex Processing Fee OP - Transaction Fee OP - Visa MasterCard Processing Fee	2,062.00 29.00 1,405.00	3.45% \$0.35 3.45%	\$71.14 \$10.15 \$48.47
	<b>Total Deduction</b>		<b>\$129.76</b>
<b>For 1/2/10 through 1/8/10</b>	<b>Payment Total</b>		<b>\$3,337.24</b>

1. To obtain detailed information about your approved transactions, log into Online Payments as described above.
2. After logging in, click **Run a report** and choose **Settled Transactions**.
3. Locate the date range for your statement in the lower left corner (as shown below).


FEES & CREDITS	
Fees & Credit Type	Deposit or Quantity P
OP - Amex Processing Fee	2,062.00
OP - Transaction Fee	29.00
OP - Visa MasterCard Processing Fee	1,405.00
<div style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> <b>For 1/2/10 through 1/8/10</b> </div>	

4. Next to **Specify Start Date** and **End Date**, enter the starting and ending date that appears on your statement.

Specify Start Date:  and End Date:

5. Choose a report to run by clicking the appropriate button. The **Basic Report** provides basic information about your transactions, such as donor name and dollar amount. Run a **Sectioned Report** for more detail or an **Export Report** to export your report to Excel.



6. To view a donor's receipt or email a copy of the receipt, check the box next to the transaction (as shown) and click this receipt icon: 

2/15/2011 11:39 AM Dexter Douglas

7. Use this **Send Email** box to email a duplicate of the receipt to an email address of your choosing.

**Email Address:**