

You can add payment amount options to your Client’s Donation Page. **Adding Payment Options** gives you the ability to configure radio buttons that donors may select instead of entering an amount in the **Contribution Amount** field. Once you have added your New Client Account, and you are ready to add payment options, follow the instructions below.

Getting Started

Once you are logged into your account, navigate to the left-hand side of the dashboard and select the Client’s Account Name (this will be indicated when the Client’s Account Name is highlighted in “red”). Then click Account (which will also be highlighted in “red”).

Select Edit Account

Scroll down the page and look for the Section that says **Payment Options** (below it you will see the suggested configurations: \$500 Gold \$250 Silver).

Adding Value & Name

Value \$ Name

Value Field

Use this field to enter an amount in the blank field to the right of **Value \$** (to enter \$200.00, simply enter 200).

Name Field

Use this field to enter a name to the **Value** added in the blank field to the right of **Name**, or leave it blank.

Add Payment Option

Once you have added the **Value** and **Name** in the blank fields, click on the button that says **Add Payment Option**. You will see the amount populate under **Payment Options**. Scroll to the bottom of the page when you are done and click **Update Client** to save payment option.

Note:

You cannot change a **Value** or add a **Name** once the payment option has been submitted, but you can delete it and start over. To delete, click the **Delete** button on the left-hand side of the amount and follow the instructions above under **Adding Value & Name Field**. The system automatically re-orders Payment Amounts in order by amount (Low to High) after you make edits and save them.

Example:



Payment Options

\$500 - Gold
\$250 - Silver

Delete	\$20.00	Student/Senior
Delete	\$35.00	Young Adult
Delete	\$50.00	General Membership

Value \$ Name

Add Payment Option

To verify it looks the way you want it to, open a browser and paste your client’s donation page URL into it. When the page comes up, you can refresh it by right clicking your mouse and selecting reload. When the page reloads, it will reflect the most recent edits.