INSTRUCTIONS FOR

SETUP

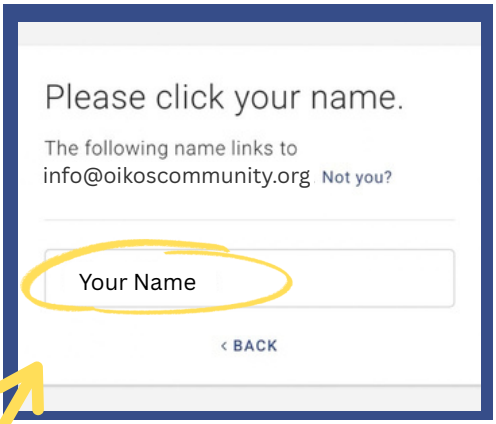
GENEROSITY ONLINE

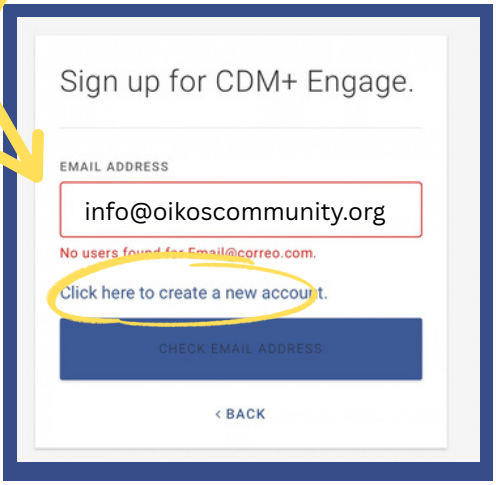
01 CREATE AN ACCOUNT

Click on ***Create new account***. Add your email address

02 CLICK ON YOUR NAME

If your name does not appear, click ***Click here to create a new account*** and enter your information





03 CREATE A USERNAME

Think of something unique to you that you will remember, and write it down somewhere.

04 CHECK YOUR EMAIL

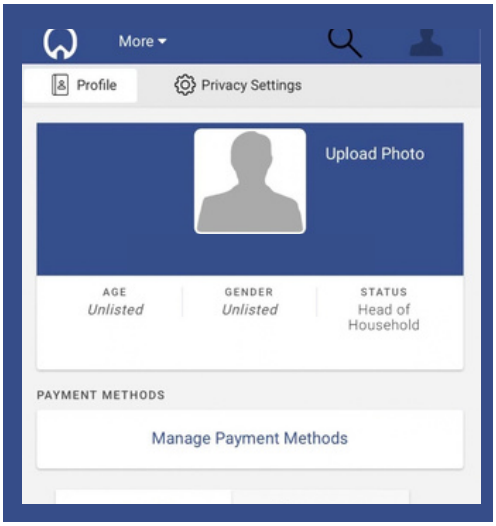
Click the link in the email you received from Comunidad Oikos

05 CREATE A PASSWORD

Create a password and confirm it.

06 LOGIN TO YOUR ACCOUNT

You can now login to your account using the username and password you created.



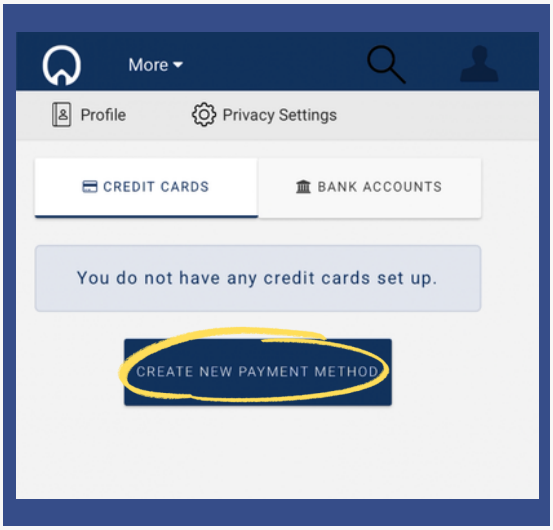
INSTRUCTIONS FOR

HOW TO GIVE

GENEROSITY ONLINE

01 PAYMENT METHODS

Click on ***Manage Payment Devices.*** Click on ***Create New Payment Method.*** We suggest that you add your bank account instead of your credit card to avoid additional fees.

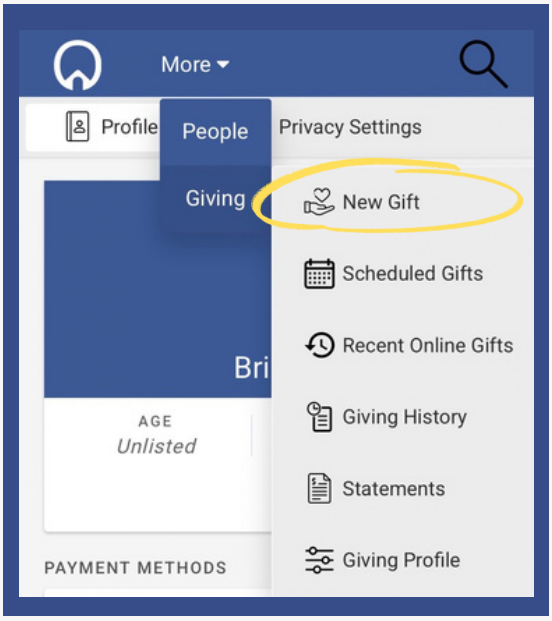


02 ADD YOUR INFORMATION

Click ***New Card*** or ***New Bank*** and enter your card information or account numbers.

03 TO GIVE:

Click on ***More*** then ***Giving*** then ***New Gift***



04 ADD THE DETAILS

Enter the amount you would like to give to which fund. Choose if you want to give now, later or setup recurring giving, and click ***Continue***.

05 CONFIRM AND SEND

Confirm that the information is correct and click ***Submit Contribution***