

Congregation Kol Haverim Online Payment Instructions

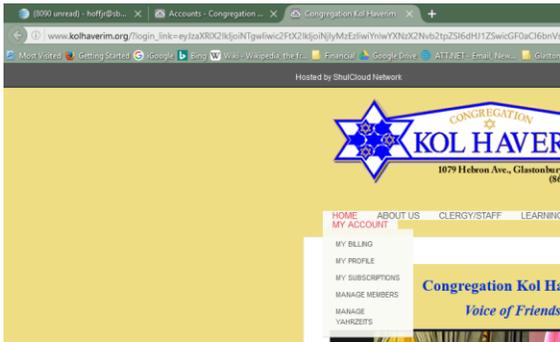
KOL HAVERIM WEBSITE ACCESS
See Payment instructions on Page 2.

1) Create a Password for your account.



Access www.kolhaverim.org. Enter email address in Log In window.

Click "Forgot Password" to get an email with a temporary password so that you can create your own.



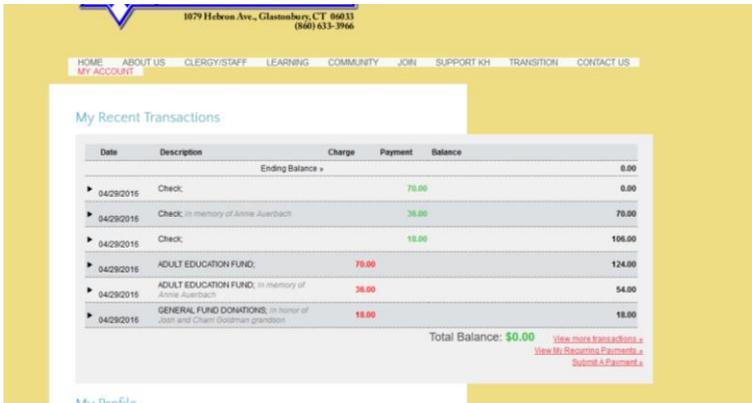
Close web page and click on link from Password Reset Email to log in and create a new password.

That will give you access to your own account and to "members only" pages like the Member Directory and back issues of The Voice newsletter.

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2) Making Payments or Donations

Go To “My Account”, from link on left of menu, and then select “My Billing”. When you login, you will see your account information, and any balance due. (Sample account with 0 balance.)



Click on “Make a Payment” link.

If there is an account balance, the amount will be filled in, along with the outstanding charges that make up the balance.

You currently have a balance of **\$401.62**

Payment is for account balance.
 a donation.

Paying for

Date	Description	Unpaid	
07/01/2015	Family Commitment 2015-16 <i>Member Commitment</i>	363.32	<input checked="" type="checkbox"/>
07/01/2015	RELIGIOUS SCHOOL K-2 2015-16 <i>Tuition-Grade 2</i>	147.47	<input checked="" type="checkbox"/>

Amount \$

Pay this amount

Payment Notes

You may select to make payment on any open balance on the account

OR make a new donation.

Select the FUND or ACCOUNT that you would like to donate to from the Drop Down Menu.

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Then fill in the Amount you would like to donate. You may pay it in one installment, or spread it out to multiple payments if you prefer. (See next page for screen shot.)

Enter any Payment Notes to describe the purpose of your payment. (Ex, "Brotherhood Dues"). You will also get a window if you want to make a Dedication ("In Honor Of", "In Memory Of", etc.).

If you select multiple, the default is "Pay Monthly", then you can pick today or a later date this month.

You may add notes about your payment for better information. Click "Continue to Payment".

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Confirm Payment

Paying **\$1,100.00** for **Donation for Building Reserve Fund**
2 payments, every month

Payment Method

- Credit Card
- DO NOT USE - Deactivated
- ECheck**
- Paypal

Convenience Fee Include Don't Include
\$4.67 [What's this?](#)

Total **\$1104.67**

[Confirm and continue »](#)

Options for Payment Method are: Credit Card, ECheck, or Paypal. (ECheck is our preferred low-cost option.)

Convenience fee may be included to cover our processing fees, or select “Don’t Include”.

Click “Confirm and Continue”

The next screen will provide space to either

- ✓ Select an existing credit card on file to charge, OR
- ✓ Enter your credit card information, expiration date, and security code, OR
- ✓ Enter your checking account routing number and account number, OR
- ✓ link to your Paypal account.

Please verify that the correct billing address for the credit card or checking account is shown on the screen, which defaults to the home address in our database.

Click “PAY NOW”.

- If you have selected ECheck, the amount will be deducted from your checking account and automatically deposited in CKH Checking account.
- If you have selected Credit Card, the charge will be validated and applied to your account if valid, and a deposit less fees made to CKH checking account.