

# How to Complete your Community Commitment using Shulcloud

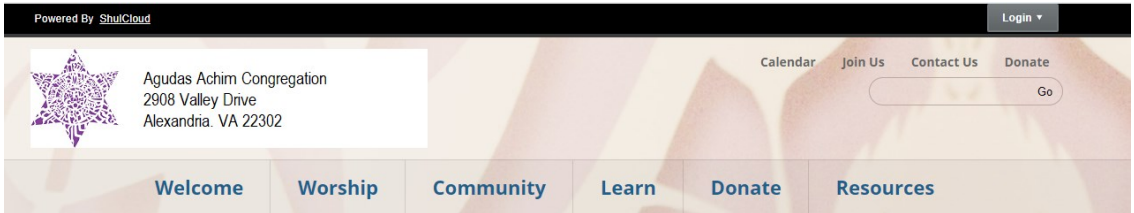
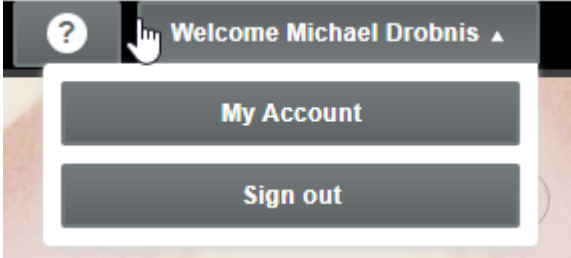
## Introduction

Agudas Achim is moving to a community commitment model where each congregant household determines how much it is able to commit to the Agudas Community. While you may send in your commitment via mail, you may follow these directions to complete this process using the Agudas Achim website and ShulCloud software.

## When to use

Follow this document when you are ready to determine your amount to contribute and how you wish to pay.

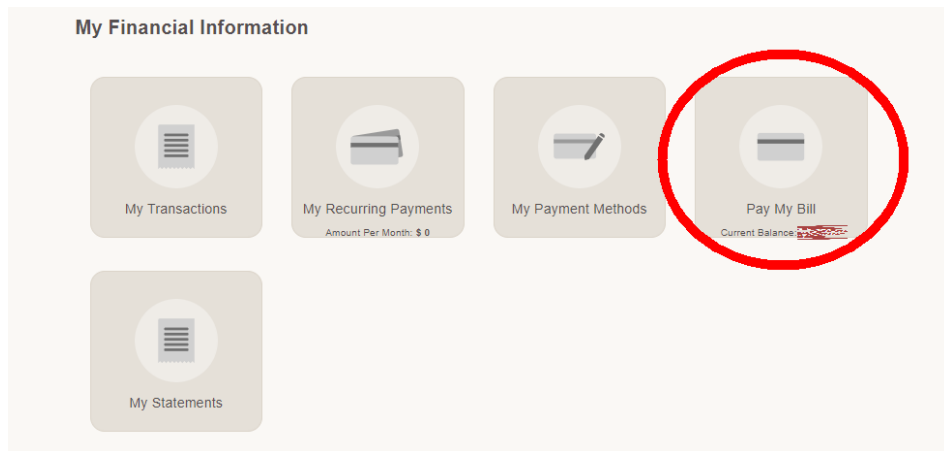
## Procedure

Step	Action
1	<p>Go to the Agudas Achim website (<a href="http://www.agudasachim-va.org">www.agudasachim-va.org</a>) and click on the login button in the upper right corner.</p> 
2	<p>Login using your email address and password. (If you need a password, contact Barry Nove, <a href="mailto:bnove@agudasachim-va.org">bnove@agudasachim-va.org</a>.) Once you have logged in, click on your name and select the option for <b>My Account</b>.</p> 

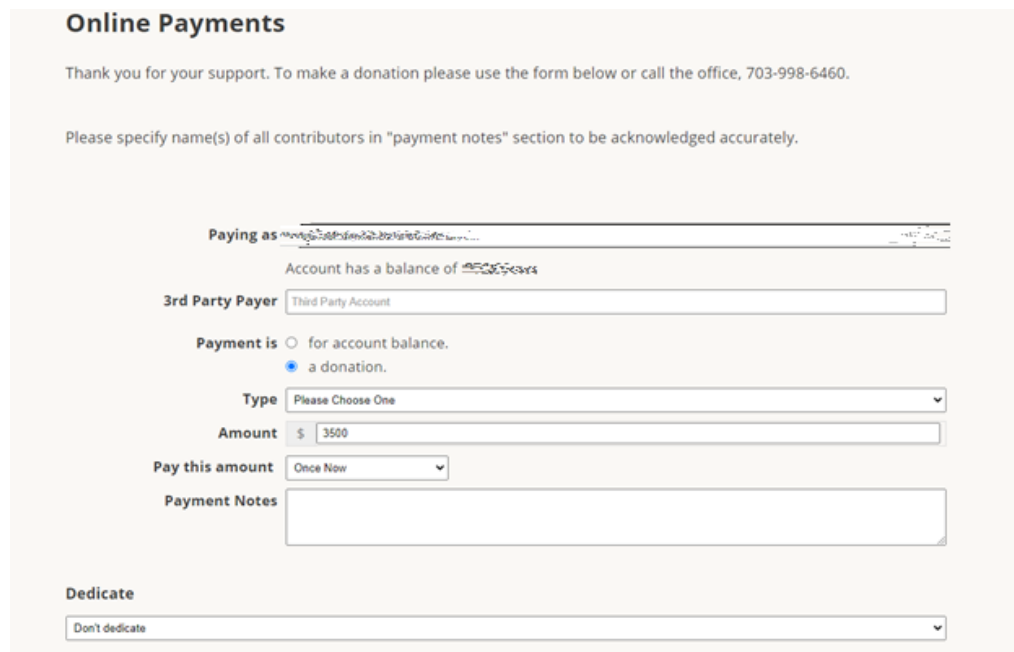
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- 3 Once you are on the My Account Page, select the option which says **Pay My Bill**.



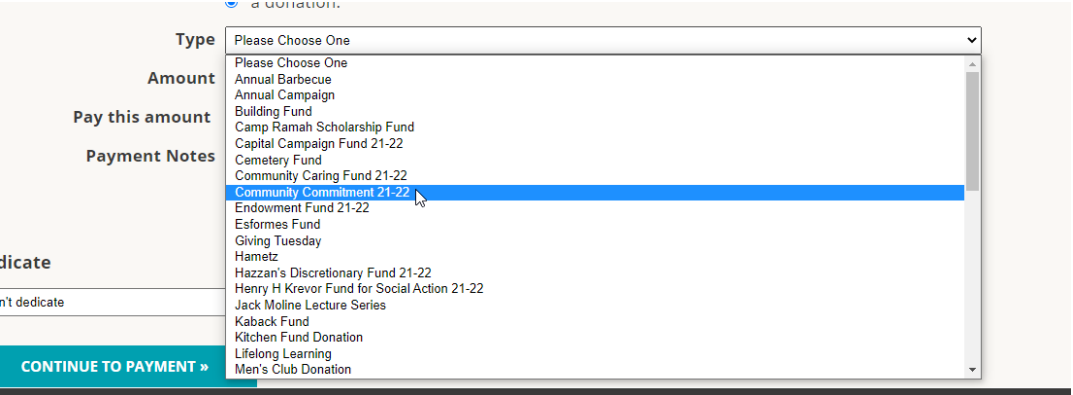
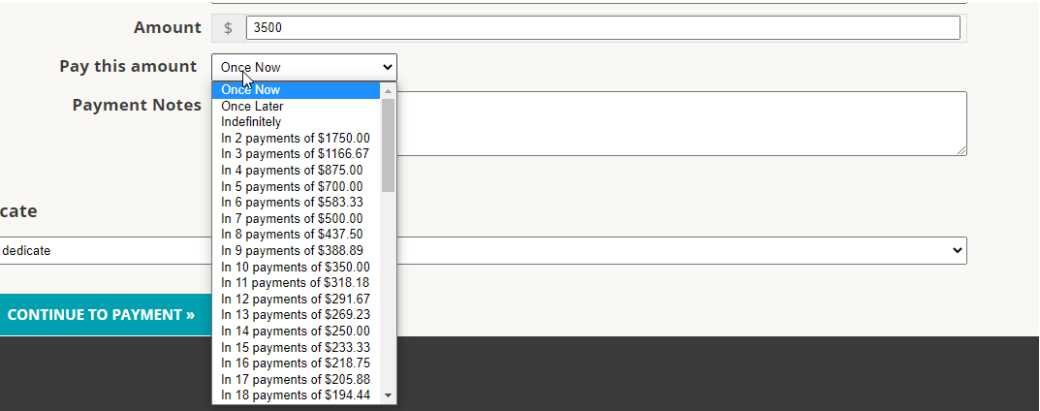
- 4 On the following screen, you will be presented with a form which will allow you make a variety of contributions. Select the radio button (circle) next to **Payments** which says **A Donation**.



The screenshot shows the 'Online Payments' form. It includes a thank you message and instructions. The form fields are: 'Paying as' (dropdown), 'Account has a balance of' (text), '3rd Party Payer' (dropdown), 'Payment is' (radio buttons for 'for account balance' and 'a donation', with 'a donation' selected), 'Type' (dropdown), 'Amount' (text field with '\$ 3500'), 'Pay this amount' (dropdown), 'Payment Notes' (text area), and 'Dedicate' (dropdown with 'Don't dedicate' selected).

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5	<p>After selecting a donation, click on the Drop down field next to <b>Type</b> and select the option for <b>Community Commitment 21-22</b>.</p>
	
6	<p>Once that selection is made, determine the amount you wish to contribute to the community using your past history as a basis and enter that in the line which says <b>Amount</b>.</p>
7	<p>After entering your amount, you will be able to select the number of payment installments. The drop down menu will show you different numbers of payments and the amount of your commitment payment for each of those options.</p>
	
	<p>After making that selection, click on <b>Continue to Payment</b>.</p>

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8 On the following screen, you can choose how you wish to make this payment, whether by Credit card or by check. Then click on **Confirm and Continue** to complete the process.

**Confirm Payment**

Paying **\$3,500.00** for **Donation for Community Commitment 21-22**

Account: ~~Donation for Community Commitment 21-22~~

Payment Method

- VISA... exp on SIP - Online Payment by -
- VISA... exp on SIP - Online Payment by -
- VISA... exp on SIP - Online Payment by -
- New SIP - Online Payment by -
- New SIP - Online Payment by - eCheck
- Pay by Check

Convenience Fee **\$108.25** [What's this?](#)

Total **\$3608.25**

**CONFIRM AND CONTINUE »**

**Access Control:** Restricted