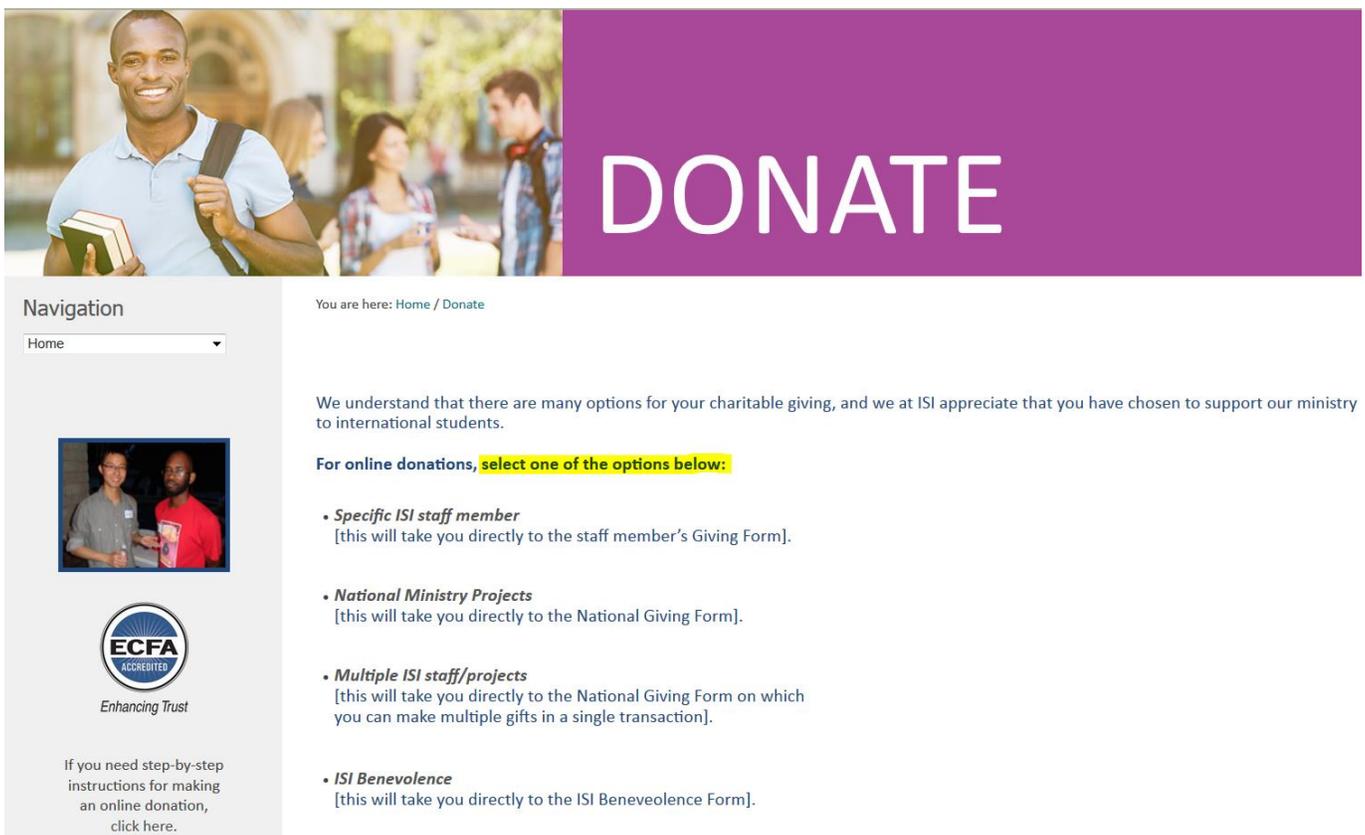


TO SET UP A NEW ONLINE DONATION (Halo BlueFire)

- 1) Go to www.isionline.org and click on "Give" in the upper right corner.



- 2) This will take you to a landing page where you can select where you would like to give:



You are here: [Home](#) / [Donate](#)

We understand that there are many options for your charitable giving, and we at ISI appreciate that you have chosen to support our ministry to international students.

For online donations, **select one of the options below:**

- **Specific ISI staff member**
[this will take you directly to the staff member's Giving Form].
- **National Ministry Projects**
[this will take you directly to the National Giving Form].
- **Multiple ISI staff/projects**
[this will take you directly to the National Giving Form on which you can make multiple gifts in a single transaction].
- **ISI Benevolence**
[this will take you directly to the ISI Benevolence Form].

If you need step-by-step instructions for making an online donation, [click here](#).

- If you chose to give to a specific staff, you will now have the opportunity to type in the first few letters of either the first or last name of the ISI staff you wish to support in the SEARCH feature.

- Click on the name of the correct staff person from the options provided and this will take you directly to their giving page, and their ministry fund account options.

► If you choose to give through the National website, you can find all eligible ISI staff listed in a drop down under the state where they work, or the pertinent ministry projects listed in a drop down under National Ministry Projects.

- Choose as many as you would like to give toward by clicking on **Add Another Donation**, and make all the donations in one transaction.

- 5) You will see the option to "LOGIN" or "REGISTER" in the upper right-hand corner of the new giving form. *Please note: 1) this registration must be done on the giving form, not on the main ISI website, and 2) this will require a NEW login, as it does not recognize any previous account.*
- **If you are going to set up a RECURRING DONATION**, this Register step will be mandatory so that you can manage your online donations. **(You will not be able to enable the recurring donation feature until you have registered/logged in.)** We recommend that you first create your account, then return to the giving page to make your donation.
 - We highly encourage you to login and register an account for your donations, whether you are setting up a recurring donation or not. This will save you time any time you want to give, and provides you the opportunity to change any information.
 - *Please note, the field entitled Member # is asking for your Personal/Donor ID # which can be found on the left side in the middle, and on the bottom of receipts from ISI. It is also printed at the top of annual statements online donors receive. New donors will not have a Donor ID yet—it will be assigned when we add your name to the database.*

NOTE: When you create a user login in our new system, you will have full access to your personal data and reports for any donation or payment that comes through our website simply by logging in with your email address and password. This will allow you to make edits to your personal or credit card information, track your donations and obtain all needed receipts, **so be sure to keep record of your login information** in a secure location.

- 6) Once you have created an account, you will receive an e-mail requesting verification. *Note: If you do not see this right away, please check your Spam or Junk folder, and then mark it as Not Spam or Safe Sender for future email communications.* Now follow the instructions in the e-mail to confirm and verify your account.
- 7) After activation, you may return to set up your donation. At this point, you can choose to make your gift **RECURRING**, and select the date on which it will begin, as well as the frequency of your gifts (to run weekly, bi-weekly, monthly or quarterly), and the duration (for how long).
- 8) If you do not want to register to set up your own donor account, the system will not retain your credit card or contact information and you will not be able to manage or check your donations online. You can simply go to the ISI website (www.isionline.org) or directly to a staff member's website to give at your discretion, inputting all your personal information each time you make a contribution.
- Simply proceed through the required steps to make a one-time donation.

Thank you for your participation and cooperation as we make this change to efficiently process and steward your gifts for the Kingdom work of ISI.

If you have any questions or issues in carrying out these instructions, please do not hesitate to contact Donor Services via one of the phone numbers or email addresses below.



Donor Services Department

International Students, Inc.

1-800-474-8628 Toll Free Direct Line

1-719-538-4939 Local Direct line

1-719-576-2700 ext. 139 via switchboard

donorservices@isionline.org