Instructions for Donor Electronic Donations to the Local Congregation

There are two ways to make electronic donations to your congregation. One way is to create a personal KH Donate account. Using this account, you can make a one-time donation or you can set up a monthly recurring donation. The advantage of creating an account is that you can sign in at any time and view a list of your donations. A second way is to make a donation without creating a KH Donate account. However, no donation history will be available for future viewing. Setting up recurring donations is not available unless an account is created.

Create KH Donate Account

1. Go to https://khdonate.net/.
2. On the Let’s set up your personal account page, type your First Name and Last Name.
3. Type your E-mail Address and reenter your e-mail address.
   Note: If you set up the account for the congregation as an administrator, your account already exists. Select Have an Account Already? and type your E-mail Address and Password or Phrase and click SIGN IN. The What Kind of Donation? page appears. Go to step 8 or 9.
4. Begin typing the name of your Congregation. Select the name of your Congregation from the drop-down list that appears. [Be careful to select the correct congregation name and location as many congregations have similar names.]
5. Type your Password or Phrase, and reenter your password or phrase. (Your password must be at least eight characters in length; it can contain spaces. Example: Go to school or Gotoschool).
6. Click the I’m not a robot check box and follow the prompts.
   a. Click One Time for a single donation or click Monthly to set up a recurring donation (go to step 9 for Monthly).
8. If One Time is selected:
   a. Click one of the donation amounts or type a different amount on the Other Amount line.
   b. Click DONATION DETAILS. The Please Enter Your Donation Details page appears.
   c. The cardholder name defaults to your name; you can change the name if necessary. Type the Billing Zip Code, Card Number, Expiration MM/YY, and Card CVC.
   d. Click COMPLETE DONATION. The Thank You for Your Donation page appears with your one-time donation details.
   e. Click your name and select My Donations. Your Donation History page appears. This page displays all donations.
   f. Click your name and select Sign Out.
9. If Monthly (recurring) is selected:
   a. Click one of the donation amounts or type a different amount on the Other Amount line.
   b. On the calendar, select the month and day you want your recurring monthly donation to begin.
   c. Click DONATION DETAILS. The Please Enter Your Donation Details page appears.
   d. The cardholder name defaults to your name; you can change the name if necessary. Type the Billing Zip Code, Card Number, Expiration MM/YY, and CARD CVC.
   e. Click COMPLETE DONATION.
      i. If your recurring donation begins on the current date, the Thank You for Your Donation page appears. Select My Donations next to your name, and your scheduled donation displays in the blue box under Current Recurring Donations.
      ii. If the recurring donation begins on a future date, the Donation History page appears and your scheduled donation displays as described above.
   f. Click your name and select Sign Out.
   g. To cancel a recurring donation, sign in to KH Donate. The Donation History page appears. Click Cancel Donation in the blue box.

Donate Without Creating KH Donate Account

1. Go to https://khdonate.net/.
2. Click MAKE A DONATION WITHOUT CREATING AN ACCOUNT. The Donation Amount page appears.
3. Begin typing the name of your Congregation. Select the name of your Congregation from the drop-down list that appears.
4. Click one of the donation amounts or type a different amount on the Other Amount line.
5. Click DONATION DETAILS. The Please Enter Your Donation Details page appears.
6. Type the Card Holder Name, Billing Zip Code, Card Number, Expiration MM/YY, and Card CVC.
7. Enter E-mail for a receipt copy if you wish to receive a receipt at this address.
8. Click the I’m not a robot check box and follow the prompts.
9. Click COMPLETE DONATION. The Your Donation is Complete page displays with your one-time donation details. You may print this page for your records.
10. Click Finish.

Note: The minimum donation amount is $1.00. Any amount less than $1.00 will be rounded up.