Make FOL donations or payments by credit card in eight EASY steps

1. Sign in to GroupWorks, at <u>www.groupworks.com</u>. Click Friends of the Library in left hand column.

2. Click "My Account" in bottom left hand column.



3. Click Payments in upper right corner.



4. Click red Payment button.

My Groups	🕯 My Account		
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ROBSON RANCH, TX	Sort by Date		4 Make Payment
● НОМЕ	11/07/21 PAID: I	riends of the Library - Robson	Ranch \$1.60 >

5. In the Select Vendor window, select Friends of the Library. Enter the donation AMOUNT you want to make, what this payment is for and in NOTE, the name of the person you are honoring with this donation. Hit the red Submit button.



6. Click the red "Pay with Credit Card" button.

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7. Enter your credit card info. Because this is a charitable donation, your donation will be grossed up to cover the small card processing fee so we can put more of your money to work for our library. Hit the blue Pay button.

\$ 1.00			
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8. Save your online receipt or, in a few minutes, check your texts or email for a receipt from GroupWorks.

Thank you!!!