

MAKING ONLINE PAYMENTS ON OUR NEW PAYMENT PAGE!

We are very excited about our new online Payment Page on the City of Madison's Payment Center site. This site is an easy and secure payment site for all your City of Madison payment needs. Now contributing to the Foundation online is hassle-free and allows you to specify how you would like your contribution allocated. Here is a "quick tour" to walk you through the process.



STEP 1:
Go to our www.mplfoundation.org and select the top **Donate Now** tab

Once you fill in all your gift information, click on "Continue" and you will be directed to your payment options (using an echeck withdrawn from your checking or savings account or using your credit or debit card). The subsequent screens allow you to fill in your payment information and billing address.

The system will then give you a final look at your transaction, and if all looks okay, you can submit your donation.

If you have any questions or need further assistance, feel free to call our office 608-266-6318 and we'll be happy to guide you through the screens.

And once again, thank you for your continued support for the Madison Public Library Foundation.

STEP 2:
Choose the fund category to which you would like your donation be applied.

NOTE: You can allocate your gift between different funds!

STEP 4:
Enter the full name of the person the gift is in honor or in memory of.

STEP 7:
Enter your contact information including your email address (phone is optional)

STEP 8:
If you prefer not to have your name listed in our publications, enter NO here.

STEP 3:
Click on the "To Give" button to see the giving options for your gift.

Donation amount options.

Current Capital Campaign options.

Sponsorship & ticket information

Established Endowment Funds

STEP 5:
If you want us to send an acknowledgment of your gift to someone, enter their contact information here.

STEP 6:
We can also include a personal message on the acknowledgment.

STEP 9:
Many companies match contributions. If you include your company name, we'll check it out for you.