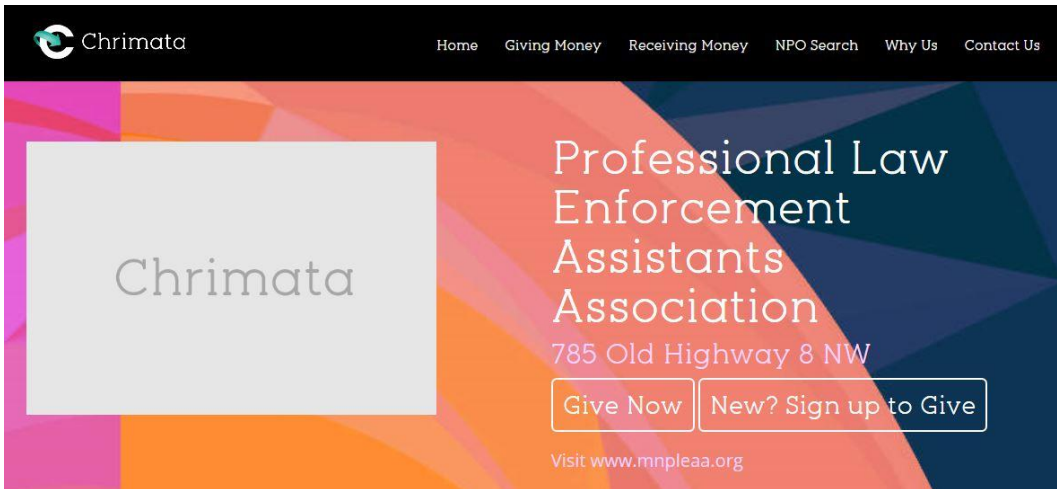
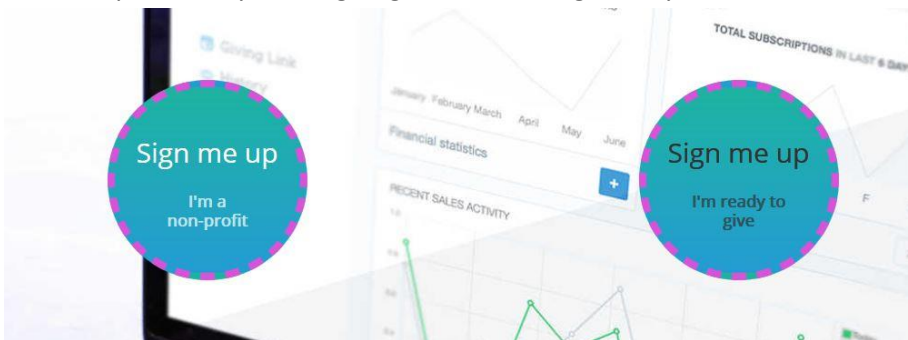


Chrimata Account Set-Up Guide

- Go to PLEAA's web link on Chrimata: <https://www.chrimata.org/Pay/ODE=>



- If you click on Give Now, you will scroll down to Sign me up – I'm ready to give....OR....if you click on New? Sign up to Give, you will go right to the Giving Money screen



OR

The screenshot displays the "Give with Chrimata" sign-up form. At the top, there is a navigation bar with the Chrimata logo and links for Home, Giving Money, Receiving Money, NPO Search, Why Us, and Contact Us. The main heading is "Give with Chrimata". Below this, a teal banner contains the text "Giving money" and "In a moment, you'll get all the benefits of a Giver's account with Chrimata. Start by telling us a few details...". The form itself is white and contains the following fields: "Individual or Business?" with a dropdown menu set to "Business"; "Business Name:" with a text input field; "Email (Your Username):" with a text input field; "Password:" with a text input field and a note below it: "Length should be 8 characters. Minimum with alpha Numeric combination"; "Mobile:" with a text input field; "Repeat Password:" with a text input field and a note below it: "Should be same as Password field"; and a large teal button at the bottom labeled "Sign me up!".

- At the Giving Money screen, fill in the fields:
 - Agencies will want to register as a Business
 - When entering the phone number, do not use dashes
 - Note the password requirements

➤ Click Sign me up!

➤ You will now see your Dashboard

The screenshot shows the Chrimata dashboard with a teal header. On the left is a navigation menu with sections: OVERVIEW (Dashboard, Favorites, Profile) and GIVING (Give, Recurring, History, Payment Methods, Giving Records). Below the menu are contact details: Call us: (509) 818-3366, Email us: support@chrimata.org. The main content area has a dark grey banner that says "Hey, ! Here's a summary of your recent giving." Below this are four colored cards:

- Most recent gift: \$0.00 with a "Donate again" button.
- Total given this month: \$ 0.00, 0 donations with a "Give more" button.
- Single donations this month: \$0.00, 0 single donations so far with a "Make another single donation" button.
- Recurring donations this month: \$0.00, 0 sent already, 0 are set to go with a "Make another recurring donation" button.

 On the right, a box titled "YOUR RECENT GIVING" shows "No Recent Successful giving".

➤ Under Giving, click on Give

➤ Search by Name – type in PLEAA

The screenshot shows the "Give" page. At the top, there are input fields for "Name" and "US Zipcode". Below is a "SEARCH BY NAME" section with a search bar and a "Search" button. Below the search bar, it says "1 Results found of 'pleaa'". The result is for the "Professional Law Enforcement Assistants Association (PLEAA)" with the address "785 Old Highway 8 NW". A "Give" button is visible next to the organization name.

➤ Click on Give

- Fill in the form.....
 - If you are only paying for your PLEAA membership or for a PLEAA training, then choose Single Fund.
 - If you want to pay for both your PLEAA membership and the PLEAA training, then choose Multiple Funds.
 - Please DO NOT set up recurring payments.
 - In the Note section, type in who and what they payment is for.
- click Next

Give

Make a one time or recurring gift

NPO Professional Law Enforcement Assistants Association (PLEAA)

Donate to Single Fund Multiple Funds

Funds	Fund	Amount
<input type="checkbox"/>	PLEAA Membership	\$ <input type="text"/>
<input type="checkbox"/>	PLEAA Spring Training	\$ <input type="text"/>
Total:		\$ 0

Repeat this gift? No, just one time Yes, set up recurring

Note

Summary Single Time giving

- Enter your payment info.

Select Payment Method

Make a one-time gift to Professional Law Enforcement Assistants Association

Amount \$25.00

Fund General


Card Nickname:


Card Type: Personal Business

Cardholder Name: First Name Last Name

Cardholder Address: Address City

Select State Zip Code

Card Number: 

Expiration: MM / YYYY CVV: 

[How to find your CVV?](#)

- Click on Confirm Payment....and you're done!

Chrimata Account

After your account is set up and the next time you need to make a payment to PLEAA, you will go to:

<https://www.chrimata.org/login>

- Enter the email of the person who set up the account for your agency; enter the password for the account; click on Login. This will bring up your agency account dashboard.

- Under Giving, click on Give.....and then the steps will be the same.