

## How to donate to the San Diego Food Bank using the Virtual Food Drive

**STEP 1)** To make a donation, choose an item from the food group icons on the top right for the screen (can foods, tuna, chili ect..) Each item's price is shown below in the item descriptions.



**STEP 2)** Once you have found a item that has the same value as your desired donation amount, you can click and drag the food icon into the shopping cart. As you drag more items into the cart, your donation amount will reflect the changes in donation value. Additionally, you can select an item by choosing it from the list below and clicking the plus sign to add more then one of the same item to your donation. As the quantity is increased, you will see the number of items under "Qty." and the total amount increase accordingly. Your total donation amount is always shown to the right of the shopping cart under the "Your Donation" text.

**STEP 3)** When you have chosen your items and the correct amount is shown under the "Your Donation" title, you can now proceed to the checkout. Click the "Checkout" under the shopping cart. If the items or amounts are incorrect, you can click the "Empty Cart" selection under the shopping cart to clear all entries and start the process over.



**STEP 4)** Next, you will be shown a summary of your donation, review the amount and click the "Donate Now" button on the right.

The screenshot shows a donation summary page. On the left, there are two sections: "Start Date: 11/1/2003" and "End Date: 12/31/2003". To the right, a summary table lists the following items:

<b>Your Donation</b>	<b>\$5.52</b>
<b>You Helped</b>	<b>28 people</b>
<b>Unit(s)</b>	<b>1</b>
<b>Retail Total</b>	<b>11.52</b>
<b>Total Amount Saved</b>	<b>6</b>
<b>Total Percent Saved</b>	<b>52%</b>

Below the table, there is a red instruction: "Review your donation, and click the 'Donate Now' button." A red arrow points from this text to a button labeled "Donate Now" which is circled in red.

**STEP 5)** You will now be required to enter your contact information, please complete all fields that have an asterisk "\*" on the right. When you are finished, review the field named "Donation Pledged" and click the "Donate" button on the bottom.

The screenshot shows a contact information form. At the top, there is a dropdown menu set to "San Diego Food Bank" with a help icon. Below that are three radio buttons: "Email" (selected), "Mail", and "Phone (for issue resolution only)". A currency field shows "\$ 5.52 USD". Below that are four radio buttons: "Once" (selected), "Monthly", "Quarterly", and "Yearly". A large red instruction box in the center says: "Enter and review your contact information, then click the 'Donate' button." A red arrow points from this text to a button labeled "Donate" which is circled in red. To the right of the "Donate" button is a "Reset" button.

**STEP 6)** A confirmation page will be displayed containing a summary of the information you have just entered, check it for accuracy, then click the "Proceed to Check Out" button at the bottom.

**STEP 7)** Finally, you will be taken to the SECURE payment page, enter your credit card and billing information, then click the "I Authorize the transaction" button.

**Total Amount: 5.52**

### Credit Card Information

Enter credit card number

Card Number:

Cards Accepted - American Express - Diners Club - Discover - JCB - MasterCard - Visa

Exp Date:  /

### Billing Information

Name  \*

Address  \*

City  \*

State  \*

Zip Code  \*

Phone

Email  \*

**\*Required Field**

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

Review your donation and contact information, then click the "I Authorize this transaction" button.