

**How to donate to LitvakSIG**  
**Including donations to a DRG, new member donation, renewing member donation**  
**Updated 19 February 2020**

If you have any questions about any of this, or if you have difficulties making a donation or accessing your account, please send an email to LitvakSIG at [webmaster@litvaksig.org](mailto:webmaster@litvaksig.org).

No need to login before doing this. If you don't already have an account you will create one during the donations process.

1. Click the yellow "join/contribute" button on the right side of the home page ([www.litvaksig.org](http://www.litvaksig.org))
2. Four options will appear on the next page. Choose the one you want. For this example, we'll use "Annual Membership Dues"3.



3. A drop down menu will appear. Choose the year for which you want to pay membership dues (e.g. 2020). Then click the yellow "add to cart" button. Then click "checkout now".
4. The next screen will show your "shopping cart" and a login screen (presuming you are not already logged into your account). You have a choice on this screen. If you do not already have a LitvakSIG account, then you can enter your name, email address and password, to create an account. If you already have an account, you can enter your email address and password. Please note that if you already have an account, but don't know your password, this screen can help you do a "password reset" (see instructions

below). If you accidentally create a second LitvakSIG account (with a different email address from your original account), let us know and we can help you consolidate the two accounts. Send an email to our [webmaster@litvaksig.org](mailto:webmaster@litvaksig.org) to request help with this.

## LitvakSIG Checkout

1. Select Items    2. Cart Summary    3. Billing Details    4. Confirmation

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### Your Shopping Cart Summary

Item	Notes	Amount	
 Membership Dues	2020	\$50.00	×
<b>Total</b>		<b>\$50.00</b>	

Please enter your contact information to proceed:

First Name:

Last Name:

Email:

Your New Account Password (min 6 char):

Please login if you are an existing user:

Username/Email:

Password:

[Forgot your password?](#)

- After entering information in the appropriate boxes above, click either “login” or “proceed”. The next screen requests that you enter your billing information and credit card information. It also gives you a choice to pay via “Paypal”. You do NOT need your own Paypal account to use this screen. Note that at times our Paypal payment feature has had some issues with completing the fields on the website. However, it works most of the time, so if you choose to pay via Paypal, then go ahead and use it. If you choose

Paypal as your payment method, you will then be taken to another screen in which to enter the requested information.

6. Either way (credit card or Paypal), complete the requested information and hit either “pay now” or “contribute”. Your payment should then be processed.

How to reset your password if you have an existing account.

1. If you’re making a donation, or if you just want to login to your account, sometimes you may forget your password. If so, you will be taken to an option on the website that says “forgot your password”, so click on that and follow these instructions.
2. After attempting to login, and after receiving an error that your password is not correct, you’ll be taken to a screen that asks for your email address. Enter the email address you used to create your account, and you’ll be sent an email that will help you reset your password. Please note that if you forget which email address you used to create your account, we can help you with that if you send an email to [webmaster@litvaksig.org](mailto:webmaster@litvaksig.org)
3. Note that it may take a few minutes before you receive the “password reset” email from LitvakSIG.
4. Within the password reset email is a link. Click on that link, enter your new password, and you should be all set.
5. IF you do not receive a password reset email, check your junk or spam mail.
6. IF you know your password and want to change it, then here’s how you do that.
  - a. Login to your account
  - b. A successful login will take you to an “account history” page.
  - c. Normally you would then go to “members dashboard” which would give you access to various sections of the website depending on whether or not you are a “member” or donor to a District Research Group.
  - d. However, to change your password, click on “account settings”. This page enables you to insert information about yourself (e.g. address, email, user name change). If you scroll down the page (near the bottom) you will find a place to change your password. Enter your old password and new password. Then be sure to click the yellow “update” button or your changes will not take effect.

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You can update your account password using the form below. Please note you are required to provide the existing password in order to proceed.