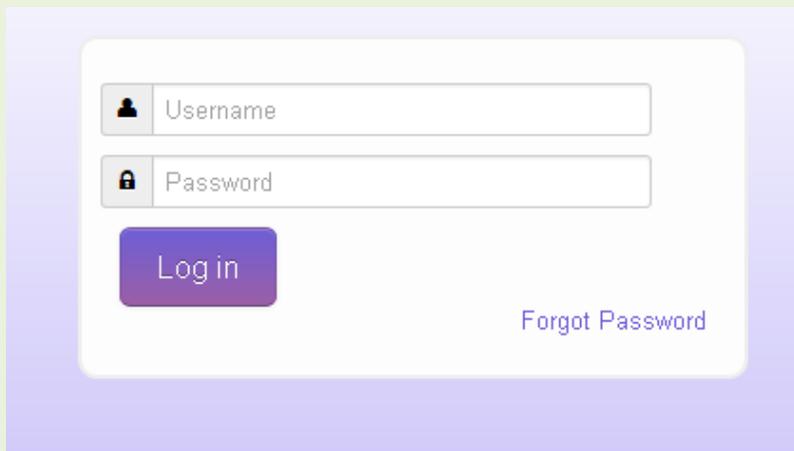


USING PGMA SECURE PORTAL TO MAKE ONLINE DONATIONS AND PAYMENTS TO PGMA

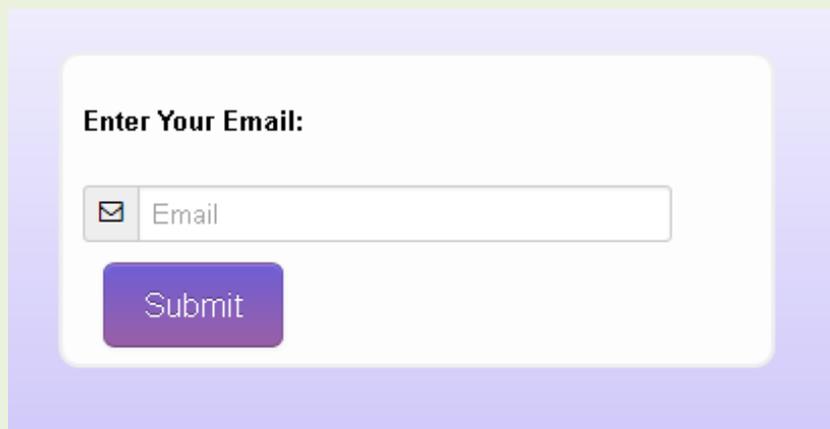
This document is a simple step by step guide for people who need to access the PGMA School-Net application and use the PGMA Secure Portal (<https://www.pgmahome.org/MyPgWeb>) to make online donations and payments using credit card. If you need help, you can email your questions to ITHelp@pgmamd.org.

Please follow the steps below to get started with the PGMA School-Net application.

Step 1: Go to <https://www.pgmahome.org/MyPgWeb>

A screenshot of a login form. It features two input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields is a purple 'Log in' button. To the right of the button is a blue link that says 'Forgot Password'.

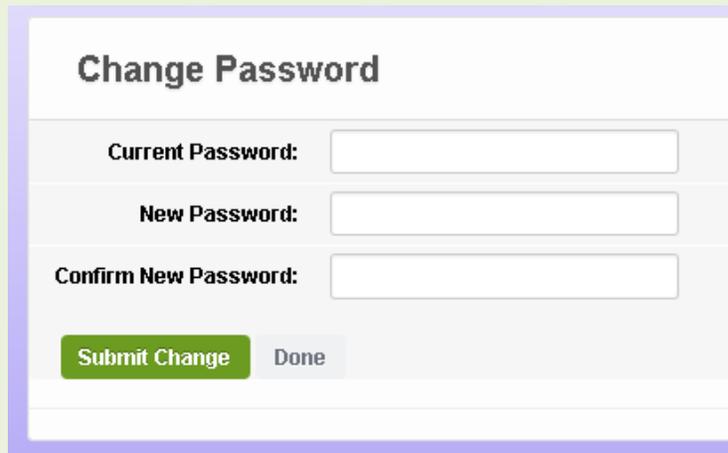
Step 2: If this is your first time to logging into the site or you forgot your password, click on the “Forgot Password” link which will open the screen below. Otherwise, enter your email address and password.

A screenshot of a 'Forgot Password' form. At the top, it says 'Enter Your Email:'. Below this is an input field with an envelope icon and the label 'Email'. At the bottom of the form is a purple 'Submit' button.

Step 3: Enter your email address and click Submit. If your email address is located in the PGMA database, the system will send you a temporary password. Otherwise, a message will show on screen and you will be directed to the guest access page to make online donation to PGMA; see page 6 below.

Step 4: If you receive a temporary password, please go back to <https://www.pgmahome.org/MyPgWeb> (login screen; first image above) and login using your email and the temporary password.

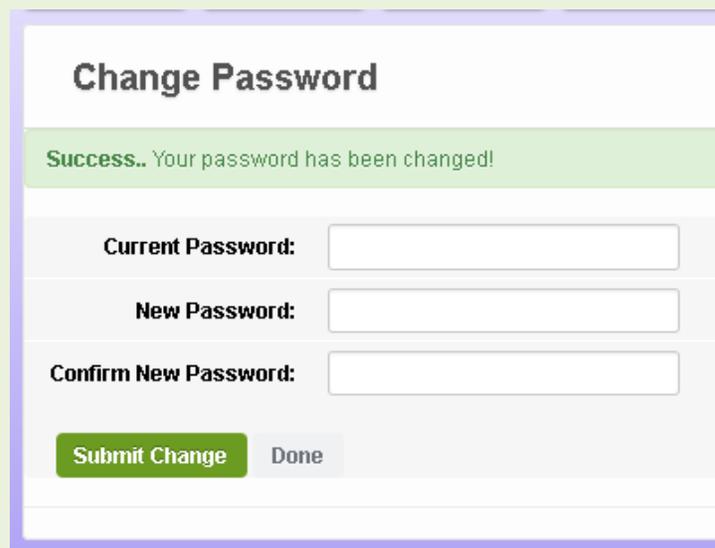
Step 5: After successfully logging in, you will be presented with a “My Password” screen to change your temporary password



The screenshot shows a web form titled "Change Password". It contains three input fields: "Current Password:", "New Password:", and "Confirm New Password:". Below the fields are two buttons: "Submit Change" (highlighted in green) and "Done".

Step 6: On the change password screen, you enter the current password (you received by email) and a new password twice; then click “**Submit Change**”.

Step 7: After successful password change, you will be notified that your password has been changed with this screen.



The screenshot shows the same "Change Password" form as in Step 5, but with a green success message at the top: "Success.. Your password has been changed!". The input fields and buttons remain the same.

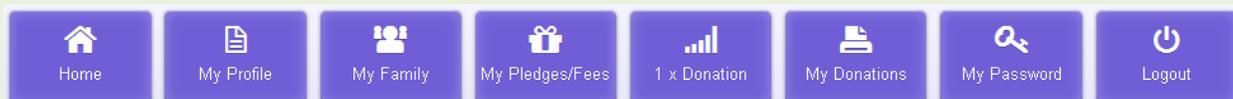
Step 8: Press the Done button and you will be presented with a “My Profile” page similar to the screen below BUT already loaded with your information in the PGMA database.

My Profile

First Name:	<input type="text"/>		
Middle Name:	<input type="text"/>		
Last Name:	<input type="text"/>		
Title:	<input type="text"/>		
Email:	<input type="text"/>		
Cell Phone:	<input type="text"/>	Cell Carrier:	<input type="text" value="- Select Cell Carrier"/>
Home Phone:	<input type="text"/>		
Emergency Phone:	<input type="text"/>	Contact:	<input type="text"/>
Street Address:	<input type="text"/>		
City State & ZipCode:	<input type="text"/>	-- St <input type="text"/>	<input type="text"/>

Step 9: Please update your profile information accurately. Of special importance is your cell phone number and cell phone carrier. This will allow the system to communicate with you using text messages in addition to email communication.

Step 10: After saving your Profile information, you can just move to other options by clicking on any of the tool bars across the screen



Step 11: Selecting “My Family” will allow entering and updating information about your family members

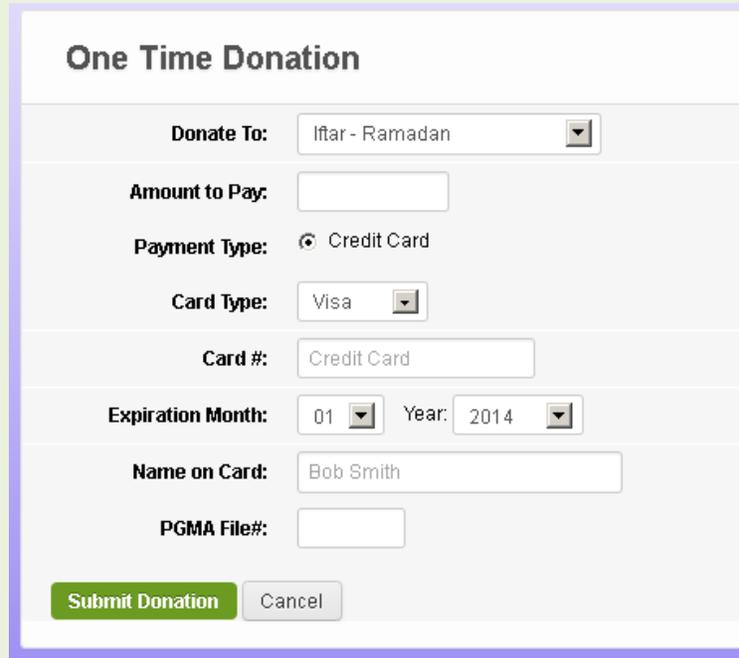
The screenshot shows the 'School NET - PGMA' interface. At the top right, it says 'Prince George's Muslim Association'. A user profile for 'Serigne Ndiaye' is visible. A modal window titled 'New Child' is open, containing the following fields: Name (text input), Gender (dropdown menu with 'Select' selected), Date Of Birth (text input), Email (text input), Cell Phone (text input), and Home Phone (text input). At the bottom of the modal are 'Save Entry' and 'Cancel' buttons. In the background, the 'My Family Members' section is partially visible, showing a table with columns for 'Manage' and 'Name', and a list of members including 'Serigne' and 'Edriss'. A '+ New Member' button is also present.

Step 12: Select “My Pledges/Fees” to pay any outstanding pledge you made to any of our fundraising activities. The “My Pledges/Fees” form will come up pre-loaded with your information. You will only need to enter the payment amount and credit card information.

The screenshot shows the 'My Pledge / Fees Payment' form. It contains the following fields: 'Pay:' (dropdown menu with 'General Donation / Sadakah' selected), 'Amount to Pay:' (text input), 'Payment Type:' (radio button selected for 'Credit Card'), 'Card Type:' (dropdown menu with 'Visa' selected), 'Card #:' (text input with 'Credit Card' entered), 'Expiration Month:' (dropdown menu with '01' selected) and 'Year:' (dropdown menu with '2014' selected), 'Name on Card:' (text input with 'Bob Smith' entered), and 'PGMA File#:' (text input). At the bottom are 'Submit Payment' and 'Cancel' buttons.

Upon successful payment transaction, user will receive a thank-you confirmation email and text message containing transaction authorization number.

Step 13: Select “1 x Donation” any time you would like to donate money to fund PGMA activities. Like the pledge form (above), the “1 x Donation” form will come up pre-loaded with your information. You will only need to enter the payment amount and credit card information.



One Time Donation

Donate To: Iftar - Ramadan

Amount to Pay:

Payment Type: Credit Card

Card Type: Visa

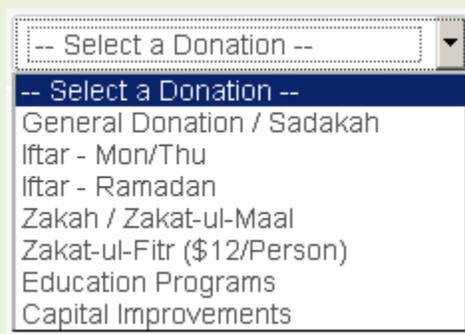
Card #: Credit Card

Expiration Month: 01 **Year:** 2014

Name on Card: Bob Smith

PGMA File#:

You can “Donate To” any of the following categories:



-- Select a Donation --

- Select a Donation --
- General Donation / Sadakah
- Iftar - Mon/Thu
- Iftar - Ramadan
- Zakah / Zakat-ul-Maal
- Zakat-ul-Fitr (\$12/Person)
- Education Programs
- Capital Improvements

The “One Time Donation” option above can be used more than once in the same session for the purpose of allocating donations to different donation categories. In other words, after submitting a donation, the donor can select another donation category from the “Donate To” drop list and enter the amount. Since we DO NOT store credit card information, the donor will need to re-enter all credit card information.

Again, upon successful donation transaction, user will receive a thank-you confirmation email and text message containing a transaction authorization number.

Guest Access to Make Online Donation to PGMA

The above pages apply only for people who are already registered in the PGMA School database; in other words, it applies to ANY family who registered one or more children, or any adult in any school/summer/weekend school/membership/fundraising program at PGMA.

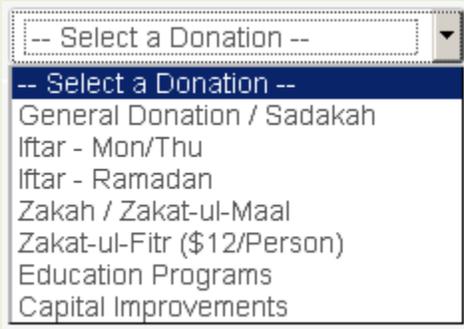
However, for people who are not in the PGMA school database, they still can make secure donations by accessing the donation portal for Guests at: <https://www.pgmahome.org/Donate>. See below.

Prince George's Muslim Association - Online Donation

We accept:	
Donate To:	General Donation / Sadakah <input type="text"/>
Amount to Pay:	<input type="text"/>
Payment Type:	<input checked="" type="radio"/> Credit Card
Card Type:	Visa <input type="text"/>
Card #:	Credit Card <input type="text"/>
Expiration Month:	01 <input type="text"/> Year: 2014 <input type="text"/>
Name on Card:	Bob Smith <input type="text"/>
Supplying the following information will help us issue you an accurate Tax Letter at the end of the year	
Email:	<input type="text"/>
Cell#:	999-999-9999 <input type="text"/>
Cell Carrier:	- Select Cell Carri <input type="text"/>
PGMA File#:	9999 <input type="text"/> If you know your number, please enter it here
Street Address:	<input type="text"/>
City State & ZipCode:	<input type="text"/> MD <input type="text"/> 99999
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>	

As you can see, this page requires a little more information to enter in order for PGMA to acknowledge the donation made at the end of the year when sending total donation letters for donors to use in filing their tax returns.

This page will allow guests to donate to any donation category similar to the donation page for authenticated users - see step 13 above and the image below.



If guest donor enters their correct email, cell phone, and cell phone carrier, they will receive a confirmation email and text message containing a transaction authorization number, as the case with authenticated users explained above.