“Donor Perfect” Software Directions for Users

You can quickly and easily donate to the Foundation on their website at https://ecsd-fl.schoolloop.com/ecpsf.

Look for and click the “Donate Now” button in the right-hand column of the homepage.

The secure “Donor Perfect” software allows you to:
• Make donations starting at $5;
• Make a one-time or recurring donation;
• Donate to the area of greatest need or designate a specific recipient/project; and
• Pay with a credit card or bank account.

**Donation Information**

**How much do you want to give?**

Decide how much you will donate.

Click on your choice—a dot will appear in the circle next to the amount you select.

You can also select “Other” for a custom amount. It must be $5 or more.
• When you click on the dot, the box turns from “Other” with blue to “0.00” with white.
• Using the decimal point but no dollar sign, enter the amount you want to donate in the box.
How often do you want to give?

Decide how often you want to donate. Click on your choice.

A dot will appear in the circle if you select “One Time Donation.”

You can also select “Recurring Donation” to contribute on a regular basis. If selected, a drop down box will appear and you can select monthly or annually.

For recurring donations, contributions will continue until you contact the Foundation to discontinue the payments.

Who do you want to receive the money?

Donations are used for the area of highest need unless you select a specific account, recipient or program.

Optional step to designate donation . . .

If you want to contribute to specific account, click the box labeled “I would like to designate this donation”—a drop down box will appear.

You will be able to select one option such as:

- Major programming initiatives like the Grants for Excellence Program or Take Stock in Children; or
- “Other” for schools, departments or program units with restricted fund accounts held at the Foundation for their specific use.
Optional step if “Other” is selected . . .

How do you donate to an initiative that is not listed?

You will select “Other” to donate to a school, department or program unit not listed in the dropdown box.

In addition to clicking “Other,” you will also need to type the account name or account number into the box.

If you do not have this information and need assistance:
- Contact someone in leadership at the appropriate school, department or program unit; or
- Contact the Foundation at 850-469-5354 or Foundation@escambia.k12.fl.us.

Optional boxes when “Other” is selected . . .

How will the Foundation know you have donated?

There is a section on the form that says, “Send notification of my donation to:”

The name and email address for the Foundation have been pre-filled in the boxes. Consequently, when the form is submitted, the Foundation will automatically receive an email notification regarding your donation.

NOTE: You cannot change the information in these two boxes.
Contact Information

Who is making the donation?

Your name and contact information is needed to identify who made the donation. Complete the text boxes as needed.

A red asterisk is beside the required fields. They include:

- First name
- Last name
- Address – line #1
- City
- State
- Zip Code
- Email

Optional fields include:

- Address – line #2
- Home phone
- Cell phone
- Work Phone

*Please help the Foundation maintain an accurate database by including at least one of your phone numbers.*

Help Us Cover Costs

Will you help cover overhead expenses?

There is a 3 percent processing fee on contributions.

- You can cover this expense by giving an extra $1.50 for every $50 donated—just keep “Yes!” checked. The software automatically calculates the processing fee.
- The processing fee will be deducted from your donation if “No” is selected.
Payment Information

How are you paying?

There are two options. You can pay with a credit card or transfer funds from a bank account.

Option #1 – Credit Card

Click “Credit Card” in the drop down box with “Payment Options.” The screen will pop to the top of the form. Scroll until you come to the section labeled “Credit Card Information.”

Enter data into the fields as it appears on your credit card:
- Card Holder Name
- Card Account Number (16 digits)
- Month of Expiration—There is a pop up box with the numbers “01” for January to “12” for December.
- Year of Expiration—There is a pop up box with options “19” for 2019 to “29” for 2029.
- Security Code (3 or 4 digits typically on back of card)

What is the billing address for your credit card?

Check the box “Same as Above” if the address on your credit cards matches the information previously entered in “Contact Information.” The fields will self-populate.

Complete the text boxes, however, if the address for your credit card is different.
- There is a red asterisk beside the required fields including your street address or post office box and zip code.
- The optional fields include your city, state and email.

Click “Next” after you have reviewed all the information.
Option #2 – Bank Account (checking or savings)

Click “Bank Account” in the drop down box with “Payment Options.” The screen will pop to the top of the form. Scroll until you come to the section labeled “Account Information.”

Four pieces of information are needed to transfer money from your bank to the Foundation:

1. Account Holder Name—as it appears on your account

2. Account Type—checking or savings
   - Select the type of account.
   - The default is “checking”—no changes are needed if you are using a checking account.
   - Click the arrow then “savings” in the drop down box if you are using a savings account.

3. Bank Routing Number—9-digit code based on the bank and the state/region where your account was opened
   - For checking, it is typically the first set of numbers printed to the left on the bottom of your checks or deposit slips. This number is bookended by two symbols that look like a vertical dash and colon.
   - Routing numbers, for checking and savings, are also available on the website for the American Bankers Association.

4. Bank Account Number—usually 10 or 12 digits
   - For checking, it is typically the second set of numbers printed to the left on the bottom of your checks or deposit slips. It may be bookended by the vertical dash with a colon, and on checks, it is typically followed by the check number.
   - For savings, refer to your account statement or contact your financial institution.
What is the billing address for your bank account?

Check the box “Same as Above” if the address on your bank account matches the information previously entered in “Contact Information.” The fields will self-populate.

Complete the text boxes, however, if the address for your checking or savings account is different.
- There is a red asterisk beside the required fields including your street address or post office box and zip code.
- The optional fields include your city, state and email.

Click “Next” after you have reviewed all the information.

**FINAL STEPS . . .**

**What happens when you hit the “Next” button?**

You will go to a new screen. You can review and revise all of the information that has been entered into the form.

Hit “Submit” when all your information is correct. The completed form will be forwarded to the Foundation so your donation can be processed.

You will receive an email confirmation of the transaction.