

Renewing your JGS Toronto Membership Online with a Credit Card

1. Go to www.jgstoronto.ca and click on the link ONLINE MEMBERSHIP RENEWAL
2. You will see the following information, fill in as follows:
 - a. **Donation Amount:** 40 (or other amount if a student, etc.)
 - b. **Donation Frequency:** Click the box beside **One-time donation**
 - c. **Fund/Designation:** From the drop-down list, choose **Annual Membership Dues**
 - d. **Message/instructions:** anything you need to tell us or changes to your contact information
 - e. **Dedications and Gift Options:** for membership, just leave as **No**
3. Below is a sample of what you will see on the screen.

The screenshot shows a web form for renewing a membership. It includes fields for donation amount, frequency, fund designation, a message box, and dedication options. A 'CONTINUE' button is at the bottom.

Donation Amount \$:

Donation Frequency: One-time donation
 Repeating donation, deducted monthly from my credit card

Fund/Designation:
Fund Description:
annual donation is \$40.00

Message/instructions for Jewish Genealogical Society of Canada (Toronto) :

You have 179 characters left. (Maximum characters: 255)

Dedications and Gift Options: Would you like to dedicate this donation?
 No
 Yes, as a gift in memory of
 Yes, as a gift in honour/on behalf of

4. Click **Continue** when ready

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5. Once you click continue, you will see something like this:

Charity/Donation	Gift/Dedication	Fund	Frequency	Amount		
Jewish Genealogical Society of Canada (Toronto)	None	Annual Donation	one-time	\$40.00	CHANGE	REMOVE

Current Total: CDN \$40.00 one-time donation
CDN \$0.00 per month

Help us to help more charities. Please add a \$3.00 (suggested amount) charitable, tax-receipted donation to CanadaHelps.org

Yes, please add a donation of \$ to CanadaHelps [? More information](#)

Please note that you do NOT need to donate anything to CanadaHelps.org. Click **Checkout**

6. At this point, you either need to create an account with CanadaHelps.org or just continue checking out without one. If you have already made a donation using CanadaHelps.org in the past, log in using this account, other click **Continue to Checkout**.
7. Put in your name and address and e-mail address as follows:

Donor Contact and Receipt Information

*DONOR TYPE: Personal Corporate/Group

TITLE:

*FIRST NAME:

*LAST NAME:

COMPANY NAME/GROUP:

*STREET ADDRESS:

STREET ADDRESS 2:

*CITY:

*COUNTRY:

*PROVINCE:

*POSTAL/ZIP CODE:

*EMAIL:

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8. If you want to create an account with CanadaHelps.org then check the box and enter a password. It is recommended that you create an account as this will facilitate faster renewals in future

MyCanadaHelps Account

CanadaHelps can store your information in a MyCanadaHelps account. Your email address will become your username. You will choose your password below. Creating an account with CanadaHelps allows you to:

- store your donation receipts and giving history online
- store your personal, privacy and contact preferences (so next time, no need to re-enter!)
- store and encrypt your payment details
- create a "favourite charities" list and more!

Yes, I would like to create an account with CanadaHelps

PASSWORD:

CONFIRM PASSWORD:

Your password must be at least 5 characters long. Choose something easy to remember, but preferably with a combination of letters and numbers.

9. Check the box beside **Separate receipts for all donations made in this session**

Tax Receipt Preferences for One-Time Donations

CanadaHelps issues electronic, secure PDF, tax receipts only. We do not mail hardcopy receipts. Below you can choose whether you want the tax receipt emailed to you or stored in your MyCanadaHelps account (if you have already set up an account) for you to download at your convenience.

HOW WOULD YOU LIKE TO HAVE YOUR RECEIPTS CREATED?

- One receipt for all donations made in a session
- Separate receipts for all donations made in this session
- One receipt at the end of the year for all donations made this year

HOW WOULD YOU LIKE TO RECEIVE THE RECEIPTS FOR YOUR DONATION(S)?

- Send receipts by email as attachments
- Do not email them as attachments

*The "Do not email" option is **only** available for MyCanadaHelps account holders.*

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10. For privacy preferences, we recommend the following. It is easier for us to verify that you have renewed if we have all of your contact information. **Please note that we will never have access to your password for CanadaHelps.org**

Privacy Preferences

PRIVACY PERMISSIONS: CanadaHelps releases your information to the charity(ies) you donate to, but only with your explicit permission. Please state your privacy choice for the donation(s) you are making now. Note that choosing anonymity means that your charity(ies) will not be given your personal details, and will not be able to contact you. Please consider your privacy choice carefully.

- Provide my name, address and email address to the charity(ies) I am donating to
- Provide my name and mailing address only
- Provide my name and email address only
- Provide my name only
- Anonymous donation: do not provide any of my personal or contact information to charity(ies) I am donating to

 [What information does CanadaHelps provide to the charities I donate to?](#)

CHARITY CONTACT PREFERENCE: CanadaHelps cannot control how often a charity contacts its donors. However we can pass on your request about how you would like to be contacted. Please indicate your contact preference:




- Never: please request that the charities I donate to do not contact me
- Annually
- Quarterly
- At the charity's discretion

 [Will charities contact me?](#)

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11. Once all of this has been filled in and you click **Continue**, you will be at the payment page. Fill in as follows and click **Continue**

Please complete the following information * = required field

* Credit Card Type: Visa  MasterCard  American Express 

* Card Number:

* Card Security Number:
[? What is this?](#)

This is the 3 digit number on the back of your card. For AMEX: 4 digits on the front of the card.
[? More information](#)

* Expiry Date:

* Card Holder Name:

12. Confirm that all of the information is correct and click on **Submit**.
13. You will now see a confirmation page and the tax receipt will be sent to the e-mail address that you provided.