ADD NEW TREASURER – INSTRUCTIONAL GUIDE

You can add a New Treasurer to a current Client's Account and our system will send the additional Treasurer login information.

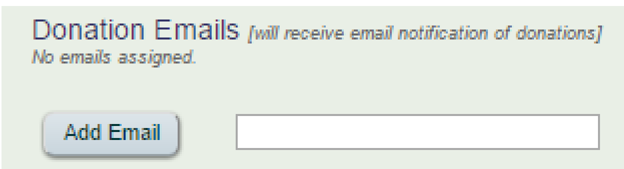
Getting Started

Once you are logged into your account, navigate to the left-hand side of the dashboard and select the Client's Account Name (this will be indicated when the Client's Account Name is highlighted in "red"). Then click Treasurer (which will also be highlighted in "red").

Select Add New Treasurer

Scroll down the page and look for the Section that says **Donation Emails** (to the side of it, it will read "will receive email notification of donations).

Adding Donation Emails



Email Field

Use this field to enter an email of who you want to receive an email notification when a donation comes in, to the right of **Add Email**.

Add Donation Email

Once you have added the Email in the blank field, click the button that says Add Email. You will see the email populate under **Donation Emails**.

Example: