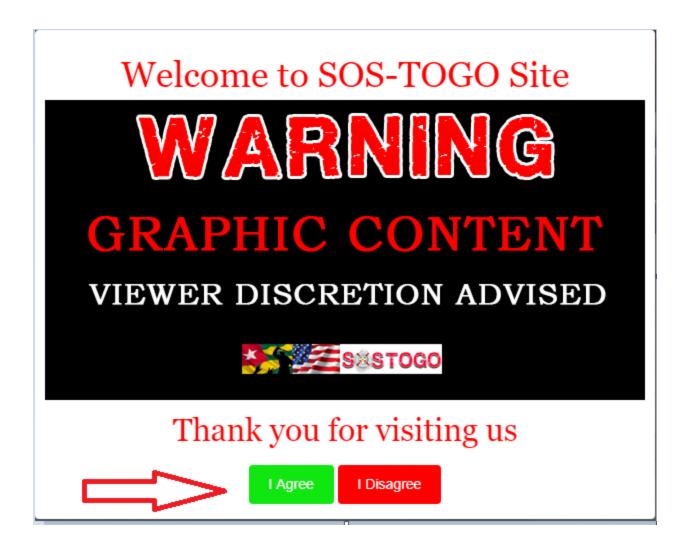


Donation SOP

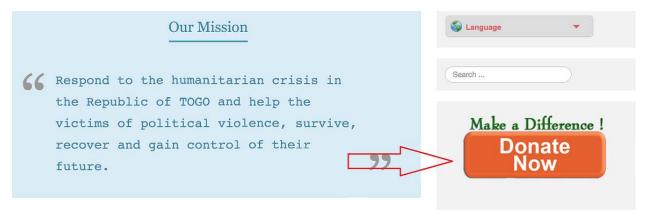
1. Go to www.sostogo.org, you will redirect to https://sostogo.org



2. Agree to the warning by clicking "I agree" to continue

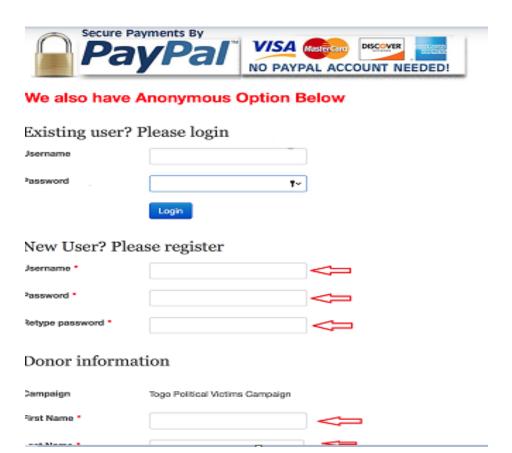


3. Navigate down to our Mission and click on Donate now



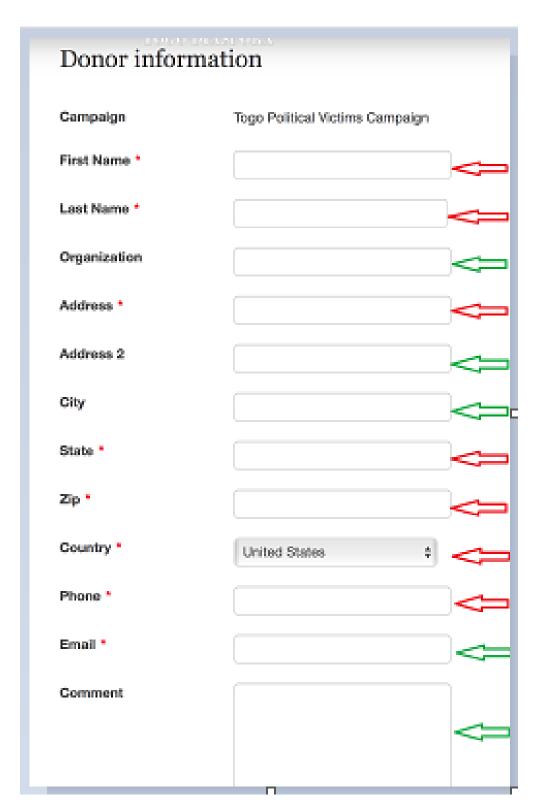
4. Scroll down to see the item below where you would need to create a new user account by filling out the form as shown below.

- a. Make sure to fill out every box with red *. All items marked with red arrow are a MUST and in green arrow are OPTIONAL
- b. Under "New User? Please register"
 - i. Add your username
 - ii. Add your desire password
 - iii. Confirm your password



- c. Under "Donor information"
 - i. Add your first name
 - ii. Add your last name
 - iii. Organization is optional
 - iv. Add your complete address including your city
 - v. Add your phone number
 - vi. Add your email

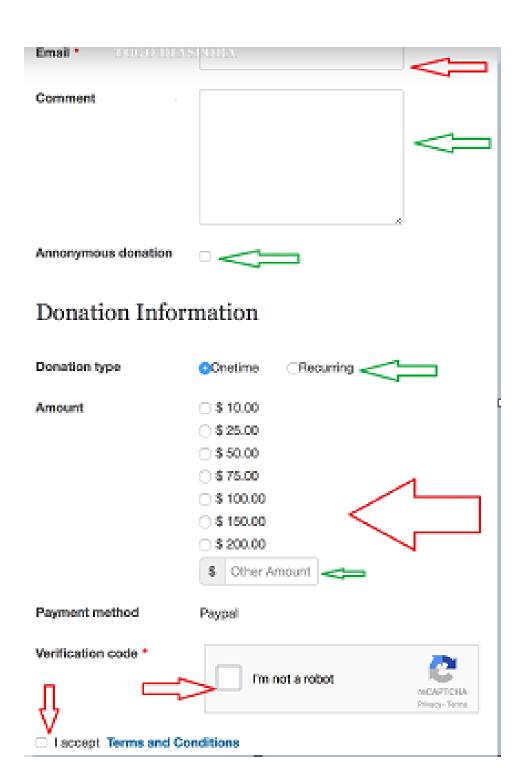
- vii. Add any comments you may have
- viii. <u>If you chose to be anonymous</u>, please check the "Anonymous Donation" box as shown below.



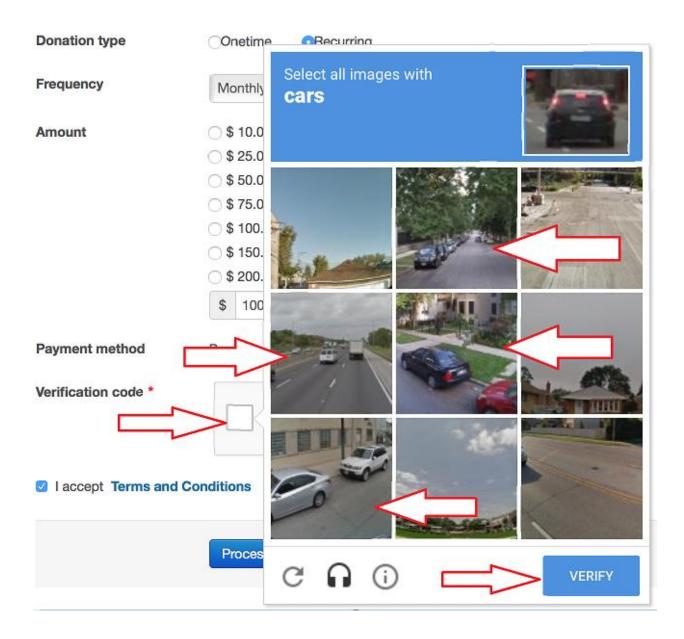
- d. Under "Donation Information"
 - i. Choose between "Onetime" and "Reoccurring"

- ii. If you desire to make a reoccurring contribution, you will need to specify the frequency of your contribution.
- iii. Choose the amount for your donation
- iv. If your desire amount is not listed, you may use "Other amount" box to specify your contribution amount- Please keep in mind that \$1000 is the maximum donation at a time ©
- v. Select "I accept Terms and Conditions"
- vi. Click on the "I'm not a robot" box
- vii. You will then be redirected to a different screen designed to confirm that you are a person.
- viii. You may obtain different picture with different question but in this case, you are asked to select all pictures with car.

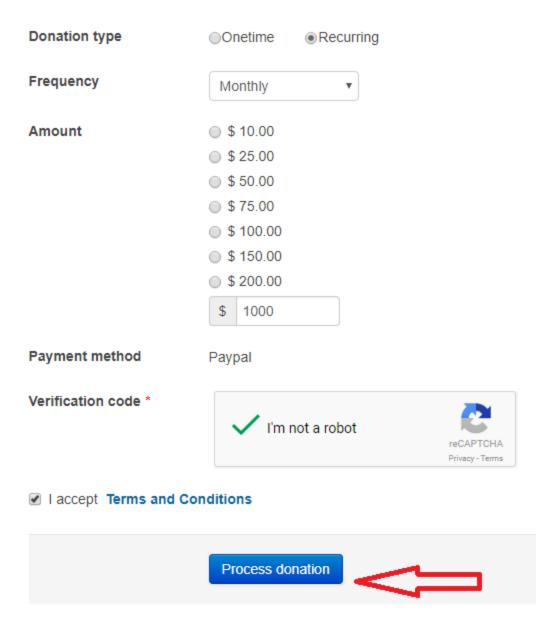
 Select them as shown below
 - ix. Click "Verify"
 - x. You will then be redirected to the original "Donation Information" page
 - xi. Verify all information
 - xii. Select "Process Donation"



Donation Information



Donation Intermation



5. After selecting "Process donation" you will be presented the screen below. Your desire contribution will show in lieu of \$1000.

Donate to SOS TOGO Inc.

Purpose: Online donation

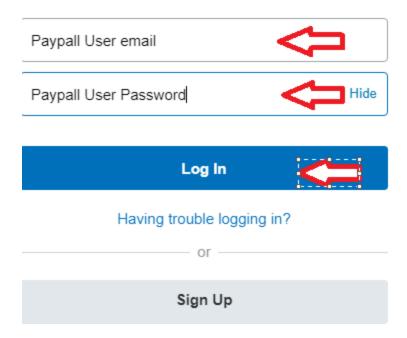


Donate with PayPal or Donate with a Debit or Credit Card

Cancel and return to SOS TOGO Inc.

- a. Select "Donate with PayPal" if that is your payment choice
 - i. Add your PayPal username and password
 - ii. Click login to continue processing the transaction





- b. Select "Donate with debit card and credit card" if that is the desire payment method
 - i. Add all required information as shown below to continue processing the transaction.
 - ii. Click "Donate Now"

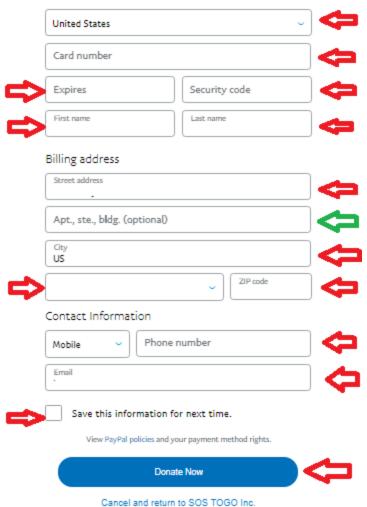
Donate to SOS TOGO Inc.

Purpose: Online donation



Have a PayPal account? Log in

Donate with a debit or credit card



Please contact the SOSTOGO team if you have any questions or comments