



MERCY FOR
ANIMALS

Navigating Your Personal Donor Portal

Welcome to your personal **donor portal**.

You can use this portal to manage your giving at your convenience:

- View and edit your profile information
- Edit your credit card details, gift amount, and charge date for your recurring gift
- View your donation history back to 2019
- Print or save annual tax receipts



Let's walk through the portal together.

Logging In

1. Navigate to the [donor portal](#).
2. If you've logged in before, enter your email address or username and your password. You must use the same email address you used when you made your online gift.
3. **If this is your first time logging in, enter your email address and click "EMAIL NEW PASSWORD."**
4. Within a few minutes, an email will arrive with a one-time link. If you can't find the email, please check your spam folder.
5. Click the link in the email to log in to the donor portal and reset your password. Remember to click "Save" after resetting your password!

Donor Portal

Request password

Email *

EMAIL NEW PASSWORD

Log in

Donor Portal

Log in

Email or username *

Enter your email address or username.

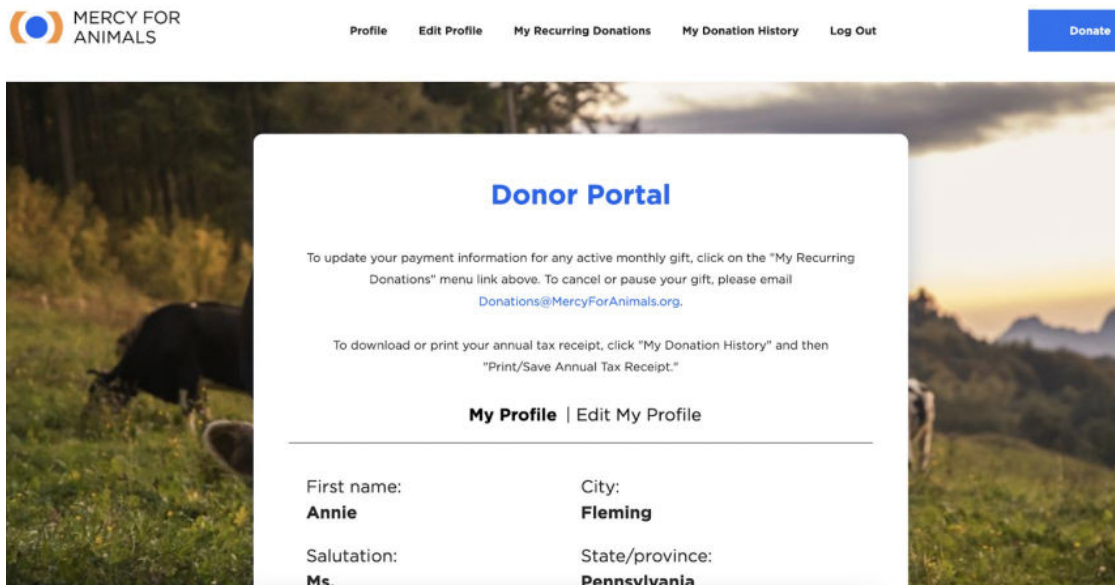
Password *

Enter the password that accompanies your email.

LOG IN

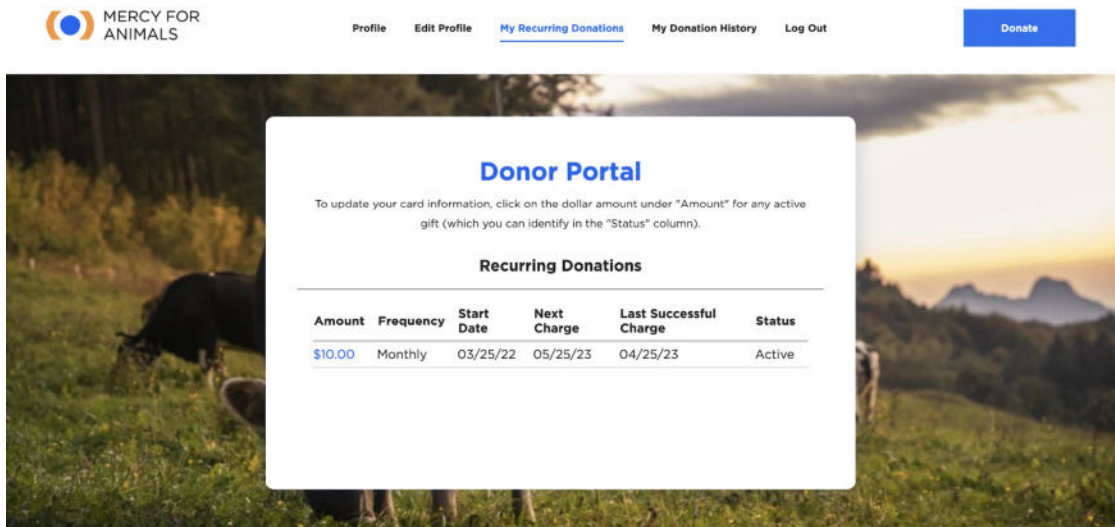
Request password

Accessing and Editing Your Profile



1. Click "Profile" at the top of the page to access your profile information.
2. Click "Edit Profile" at the top of the page to make changes to your profile.
3. Here you can reset your password and update your contact information.

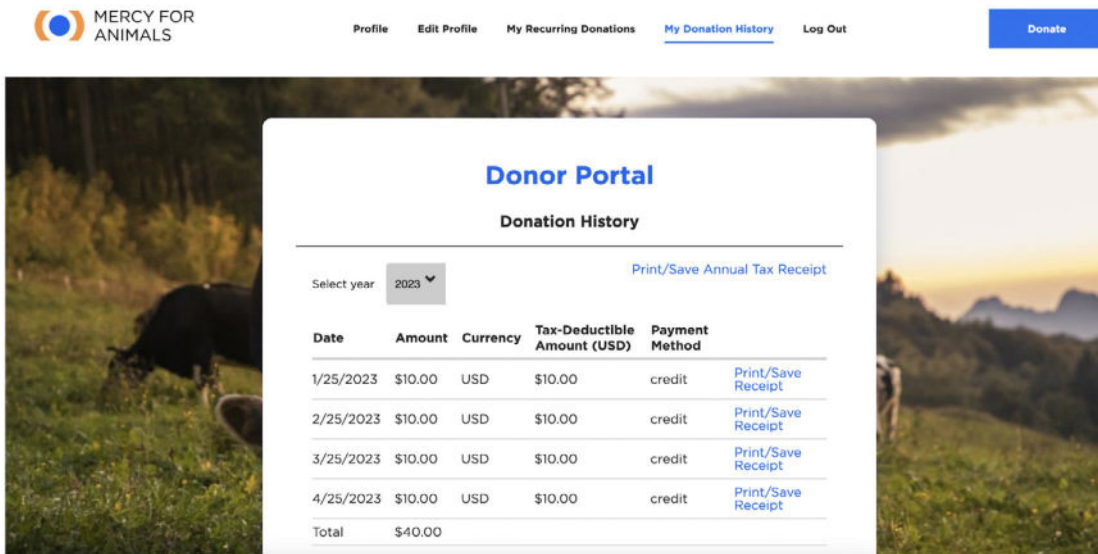
Managing Your Recurring Donations



1. Click "My Recurring Donations" at the top of the page to access your recurring donations.
2. Click on the blue dollar amount in the "Amount" column that corresponds to the recurring donation you'd like to access. Confirm that the gift is active by checking the "Status" column.
3. Here you can update your payment information, gift amount, charge date, and billing address.
4. Click the red button under each section that you update to save your changes.

If your gift is through PayPal or Apple Pay, the card number will show as "N/A." Payment information and billing address must be updated through PayPal or Apple Pay, not the portal. The donation amount and charge date can still be updated in the portal.

Reviewing Your Donation History



The screenshot shows the Mercy For Animals Donor Portal. At the top, there are navigation links: Profile, Edit Profile, My Recurring Donations, My Donation History (underlined), and Log Out. A blue 'Donate' button is in the top right corner. The main content area is titled 'Donor Portal' and 'Donation History'. It features a 'Select year' dropdown menu set to '2023' and a link for 'Print/Save Annual Tax Receipt'. Below this is a table with the following data:

Date	Amount	Currency	Tax-Deductible Amount (USD)	Payment Method	
1/25/2023	\$10.00	USD	\$10.00	credit	Print/Save Receipt
2/25/2023	\$10.00	USD	\$10.00	credit	Print/Save Receipt
3/25/2023	\$10.00	USD	\$10.00	credit	Print/Save Receipt
4/25/2023	\$10.00	USD	\$10.00	credit	Print/Save Receipt
Total	\$40.00				

1. Click “My Donation History” at the top of the page to access your donation history.
2. Note: **This list is reflective only of donations made directly through Mercy For Animals.** Gifts through third-party organizations, like Facebook, will not appear.
3. Here you can select the donation year you’d like to review, back to 2019. To the right of “Select year,” you can click the dropdown to select all donation years.

For each donation, you will see these details and options:

- **Date:** the date your gift was processed
- **Amount (in original currency):** your donation amount in the currency selected at the time of donating
- **Currency:** the currency selected at the time of donating
- **Tax Deductible Amount (USD):** the tax-deductible amount of your donation in USD, which reflects any goods or services you received in exchange for your donation
 - Note: Excluding tickets, sponsorships, and similar contributions, the tax-deductible portion of most donations will equal the amount indicated in the “Amount” column. For donations made in non-USD currency, this amount will be the USD value of the original donation.
- **Payment Method:** how you made your gift to Mercy For Animals—credit card, ACHEFT, check, PayPal, and so on
- **Print/Save Receipt:** Click here if you’d like to print or save an individual donation receipt. You can also print or save your annual donation summary by clicking “Print/Save Annual Tax Receipt” for the selected year.



Thank you so much for your contributions to Mercy For Animals. You are helping us build a world where all animals are respected, protected, and free.