

## PayPal Tutorial

1. Go to [www.residentiallivingoptions.org](http://www.residentiallivingoptions.org)
2. Click on the gold “Donate” button in the upper left column of the main page
  - a. This will bring you To RLO’s PayPal Donation Page. At this point you can log into your PayPal account if you have one.
  - b. If you do not have a PayPal Account enter your donation amount in the blue box at the top of the screen and then click “continue” after the “Don’t have a PayPal account?” question in the lower left of the screen
3. From this point you will be prompted to enter your credit card information, your address, phone and email address.
4. Click on the “Review Donation and Continue” gold bar at the bottom of the screen
5. Finally you will be offered an option to print a receipt of your donation with a confirmation number; if you entered an email address you will also be emailed a receipt.
6. If you do not get a confirmation number then your donation did not go through.
7. RLO also receives an email confirmation of all donations

Good Luck and thank you for your kind generosity!