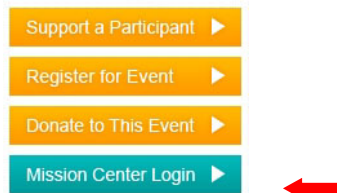


## How to enter offline donations

To see the totals rise on your thermometer even faster, enter in your cash and check donations offline. This also helps speed up the process when processing your check at the office.

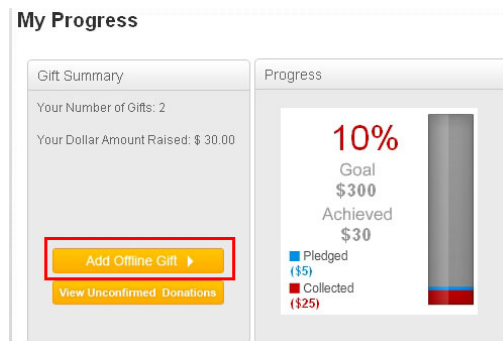
1. Access your home Walk page at [www.LosAngelesWalk.org](http://www.LosAngelesWalk.org) (or you can use your Shortcut URL)
2. Select the **Mission Center Login**.



3. Enter your user name and password to access your Mission Center.
4. Select **"My Progress"** to add offline donations to see Gift Summary and Progress.



5. To enter cash and check donations, select



6. Enter donor's information, gift amount, payment type (cash or check).
7. When multiple cash gifts are consolidated into one check or money order select the cash options (Cash, Check or Money Order).
8. Enter the name of the donor as you wish it to display on your personal page.
9. Select **"Donation is Anonymous"** if you wish not to display the name of the donor.
10. Select **"do not display the amount of this gift on my personal page"** if you wish not to display the amount of the gift on your personal page.
11. In order to have the donations confirmed on your personal page, please mail all your donations with the Donation Submission Form OR export your list of offline donations from you Mission Center, under the My Progress tab, and send us a print out. Include the confirmation code when remitting offline gifts that have been entered online.