



STEP BY STEP GUIDE FOR USING THE PDF DONATION FORMS

Filling your information on the donation form and submitting it to the campaign coordinator

- 1) Fill the donation form with your contact information, donation information, and donation method.
- 2) Digitally sign the form and add the date you signed it.
- 3) Click on the submit button available on top of the Donation Form.

1 MY CONTACT INFORMATION *Required Field

Ms. Mrs. Mr. Dr. First Name* Initial(s) Last Name*

Home Address* City/Province* Postal Code*

Home Phone () - Email (H) Year of Birth

Work Phone () - Email (W)

Employer Name Employee No. Gender F M Transgender Other Specific

RESET **SUBMIT**

- 4) If you have a mailbox such as Outlook etc. configured on your computer, select the first option, and click continue.

Send Email

Send Using

Default email application (Microsoft Outlook)

Use Webmail

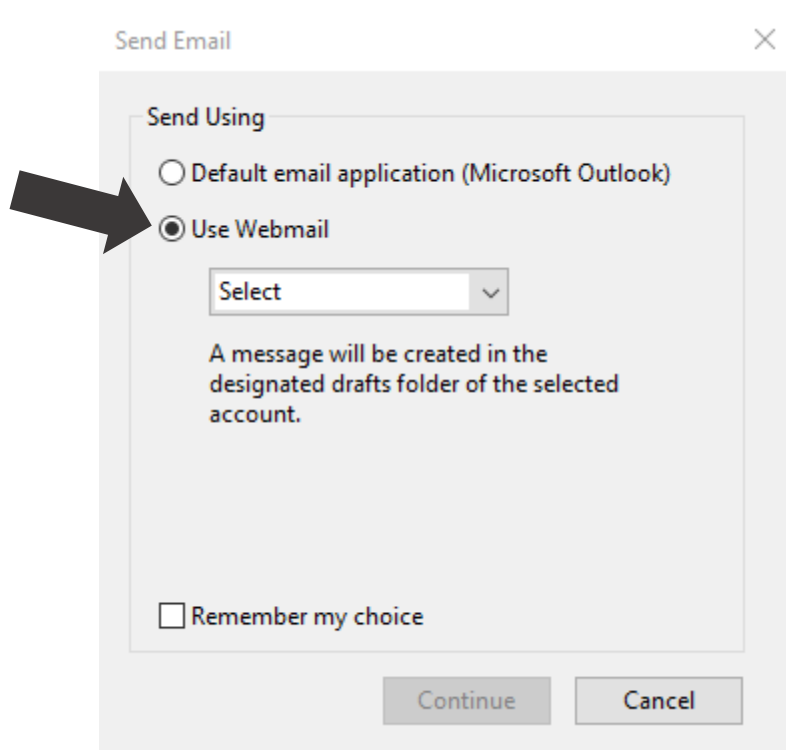
Select

Remember my choice

Continue Cancel

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- 5) If you don't have a mailbox configured on your computer, use the second option i.e. 'Use Webmail' to submit the donation form.

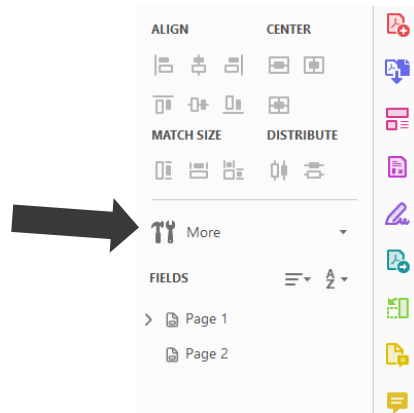


- 6) Alternatively, if there any issue in submitting the form through the submit button, save the form on your local computer and send it as an attachment to your Workplace Campaign Coordinator.

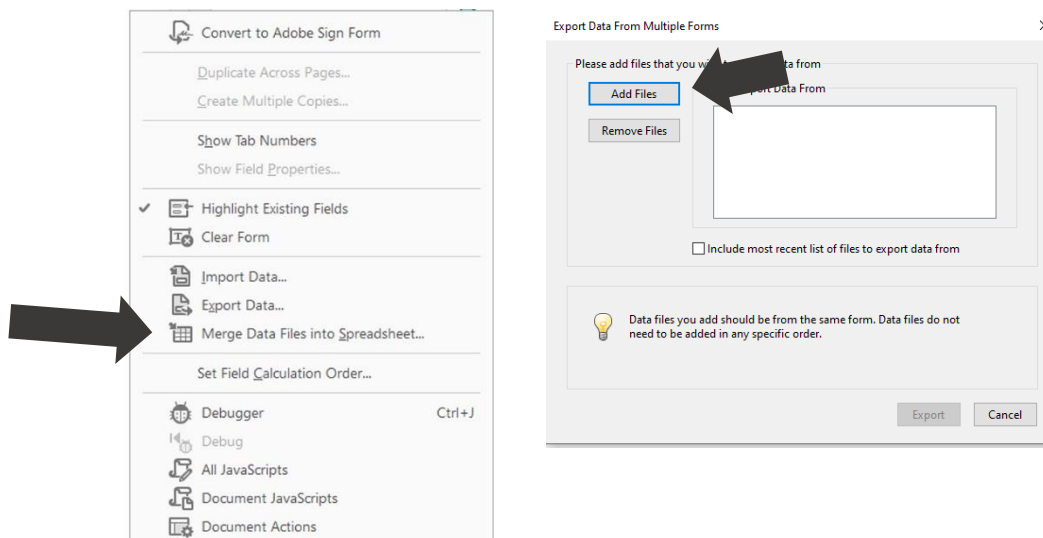
IMPORTING THE INFORMATION FROM PDF FORMS TO AN EXCEL SHEET

Once, the campaign coordinator has received all the PDF donation forms from the employees, follow the steps below to export the information on that forms to an excel sheet:

- 1) Open Adobe Acrobat Pro DC and click on the 'Prepare Form' option from the tools section.
- 2) In the 'Prepare Form' section, click on the 'More' option with the tools icon on it.



- 3) From the dropdown, click on the 'Merge Data Files into Spreadsheet...' option and click on the 'Add Files' button.



- 4) Select all the forms that you want to get information from and click on the 'Open' button and finally click on the 'Export' button.
- 5) Finally, it will prompt you to save a CSV file. You can save it in CSV or XLS format.