How to process a donation payment

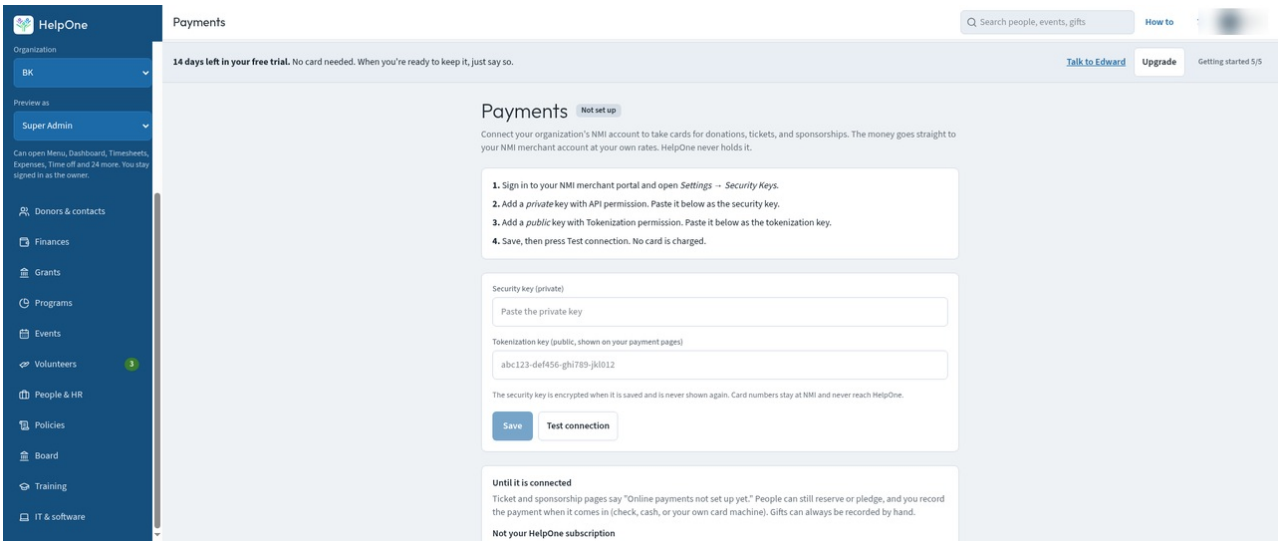
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HelpOne takes card payments through your organization's own NMI account.

Connect payments first

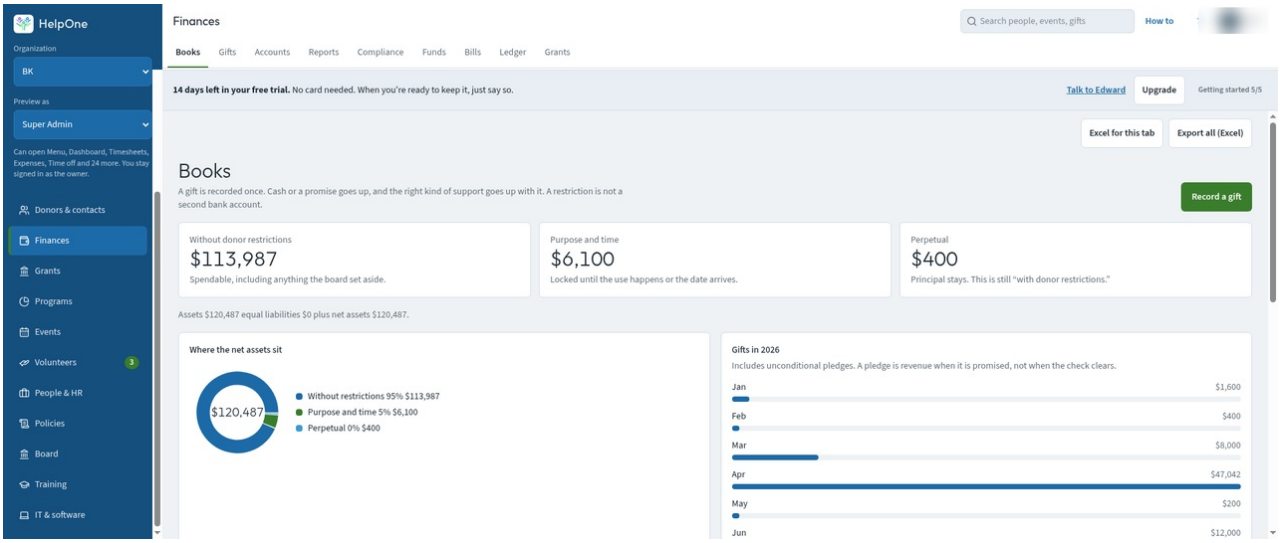
1. In the sidebar, go to Settings > Payments.
2. Enter your NMI Security key (private) and Tokenization key (public).
3. Click Save, then Test connection.

Until it's connected, card payments won't go through.



Record the gift

1. Go to Finances > Books and click Record a gift.
2. Enter the donor, amount, and fund.
3. Save.



The gift also shows in the Donations section of the donor's record in Donors & contacts.

Card numbers stay at NMI. Never type a card number into a gift, a note, or an email.