SETTING UP A RECURRING ONLINE DONATION

1 **Select the item that you want to make a recurring donation to.**

2 **Fill out the required information and select "Set up auto pay"**

MEDICAL ALUMNI ASSOCIATION
SCHOOL OF MEDICINE
LSU

Medical Alumni Association Donations

GIFTS — Make a Gift to the LSU Medical Alumni Association

Items

Alumni Dues
View details

Committee of 100 Gift
View details

Gift to Area of Greatest Need
View details

Special Funds, Scholarships, Professorships and Chairs
View details

Tribute Gift
View details

For the purpose of the instructions, we will use "Alumni Dues", but the following steps are the same regardless of the item.

shop > Medical Alumni Association Donations > Alumni Dues

Alumni Dues
$100.00

$100.00

Maximum $50,000

Minimum Suggested Dues:
- $100 for graduates of 11 or more years
- $50 for graduates of 6 to 10 years
- $25 for graduates of 5 years or less

* **Class Year**

1960

Maximum 4 digits

If you add Alumni Dues to your cart, you may also add

Alumni Additional Contribution

$0.00

☐ Add Alumni Additional Contribution

$0.00

Maximum $50,000

Would you like to pay for this now or set up auto pay?

* **Payment options**
○ Pay now
● Set up auto pay - Recurring Dues Payment

Back   Continue

3 You will be prompted to log in or create an account

Sign in or create an account

* Email address or user name

Enter an email address or user name

* Password

Enter a password

Sign in

Create account Forgot password

Click "Create Account" and enter necessary info

Create account

* First name

* Last name

* Email address

You will use this email address to sign in

* Password

At least 8 characters, with 3 letters, and 2 non-letters

* Confirm password

Continue

Go back to sign in

You've successfully created an account!

You are now signed in.

Close

4 Fill in the necessary information. You will be charged according to this schedule.

Step 1 of 3: Auto pay

1 - 2 - 3

Recurring Dues Payment

Donor Selects Amount and Schedule

* **Each payment amount**

$0.00

* **First scheduled payment**

MM/DD/YYYY

Available dates 7/10/25 - 7/9/26

* **Payment frequency**

Select...

* **Number of payments**

Minimum 1 | Maximum 999

Total amount $0.00 x 0 = **$0.00**

Minimum Suggested Dues:
- *$100 for graduates of 11 or more years*
- *$50 for graduates of 6 to 10 years*
- *$25 for graduates of 5 years or less*

* **Class Year**

1960

Maximum 4 digits

5 Accept the Terms & Conditions

Auto pay terms and conditions

Thank you for your generous support of the LSU Medical Alumni Association. These Terms & Conditions outline the agreement governing recurring credit card donations. By setting up a recurring donation, you agree to the following terms:

1. Authorization
By providing your credit card information and selecting the amount and frequency of your donation, you authorize the LSU Medical Alumni Association to charge your credit card on a recurring basis as per your selected preferences.

2. Donation Amount and Frequency
You have the flexibility to choose the amount of your donation and the frequency of payments (e.g., monthly, quarterly, annually). The selected donation amount and frequency will continue to be charged to your credit card until you cancel or modify your donation.

3. Payment Schedule
Recurring donations will be processed on the date you specify when setting up your donation. If that date falls on a weekend or holiday, the donation will be processed on the next business day.

4. Modification or Cancellation of Donation
You may modify or cancel your recurring donation at any time. Changes and cancellations of auto payments can be made by visiting your account in Transact. To ensure your request is processed before the next scheduled payment, you must submit your cancellation or modification request at least three (3) business days before the next payment date.

5. Payment Information
You are responsible for ensuring that the credit card information you provide is accurate and up-to-date. You will receive an email from Transact if your credit card is set to expire before your next payment you will receive an initial email followed by follow-up emails every 14 days until the card is updated. If your credit card is declined or expires, we will notify you to update your payment information. Failure to update your payment information will result in the cancellation of your recurring donation.

6. Refunds
All donations are non-refundable. If you believe there has been an error in the amount charged, please contact us immediately. We will work with you to resolve any issues.

7. Receipts
A receipt for each recurring donation will be sent to you via email. You will receive a thank you letter in the mail following each contribution. You can access your transaction receipts in your account on Transact.

8. Changes to Terms & Conditions
The LSU Medical Alumni Association reserves the right to amend these Terms & Conditions at any time. You will be notified of any significant changes via email or through our website. Continued donations following such notification will constitute your acceptance of the changes.

9. Privacy and Security
Your privacy and security are of utmost importance to us. We will not share your personal or financial information with third parties except as required by law or as necessary to process your donation.

10. Contact Information
For questions or concerns regarding your recurring donation, please contact us at:
Email: roan@lsuhsc.edu

☐ I Agree

6 Enter your credit card information

Please note, there is a credit card processing fee added to every transaction. This fee is set and collected by Transact, not the Alumni Association

Step 2 of 3: Payment method
✓—2—③

How would you like to pay each payment?

* Payment method

New credit or debit card
non-refundable service fee (2.95% domestic card, 4.25% international) will be applied

AMERICAN EXPRESS   DISCOVER   JCB   MasterCard   MasterCard   VISA

* Card number

⚠ Card number required

* Expiration date
MM / YY

* Security code ⓘ

* Zip/Postal code

International cardholders may input "N/A"

Card nickname ⓘ

Accept the service fee

Service fee

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment by using Transact Campus SmartPay, you will be charged a service fee for each payment as shown below. This charge is assessed by Transact Campus, Inc. Service fees are included in your transaction and are paid directly to Transact Campus, Inc. Service fees are non-refundable.

Auto pay details

Alumni Dues Class Year: 1960	$100.00
Service Fee	$3.00
Each payment amount	$103.00

First scheduled payment: 7/20/25
Payment frequency: Annually
Number of payments: 4
Total amount: $412.00

☑ I acknowledge that I have read and accept the terms and conditions of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service fee for each payment for the use of Transact Campus SmartPay. View terms and conditions

Continue

7 Confirm your infomation and press continue to complete your transaction

Step 3 of 3: Review
✓ — ✓ — 3

Last step! Let's make sure we have your correct information.

Email address	██████████r@gmail.com

Auto pay details   Change

Alumni Dues Class Year: 1960	$1.00
Service Fee	$0.03
Each payment amount	**$1.03**

First scheduled payment: 7/20/25
Payment frequency: Annually
Number of payments: 2
Total amount: $2.06

Payment details   Change

Card number	•••• •••• •••• ████	VISA
Expiration date	██████	
Zip/Postal code	██████	

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Please be sure that the payment amount, schedule, and number of payments are correct. These transactions will occur automatically according to your requested schedule.

8 That's it! You should receive an email confirming your auto-pay set up

✓

Success! Auto pay is now set up for Recurring C100 Payment

First scheduled payment: 12/16/24
Payment amount: **$104.25**

The set up confirmation was sent to:
em█████████@gmail.com

If you have any questions or need additional assistance, please contact us at 504-568-4029 or roar@lsuhsc.edu.