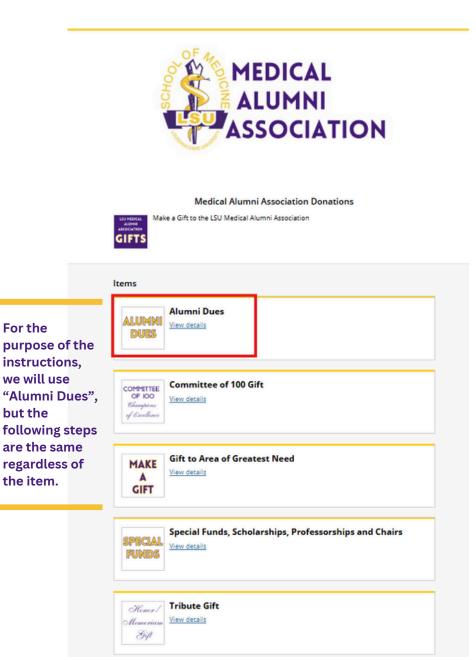
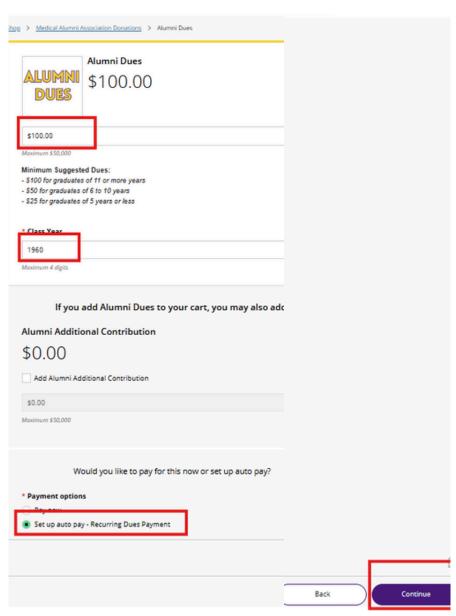
## SETTING UP A RECURRING ONLINE DONATION



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

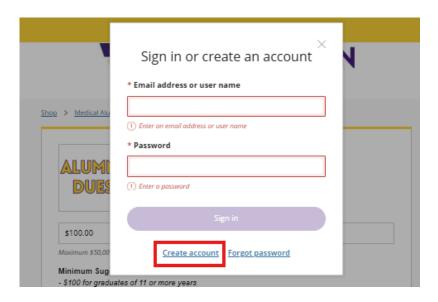


Fill out the required information and select "Set up auto pay"

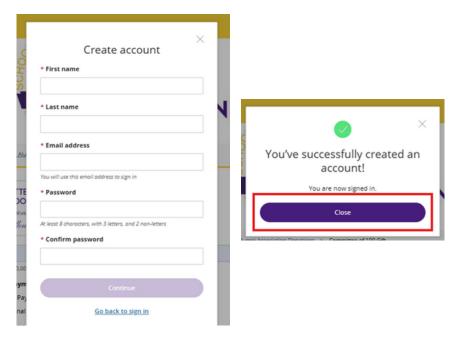




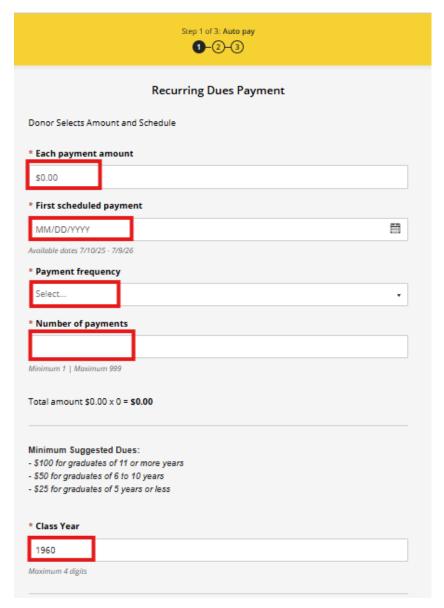
## You will be prompted to log in or create an account



## Click "Create Account" and enter necessary info



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





## **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:

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.

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

#### 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.

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.

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.

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: roar@lsuhsc.edu





## **Enter your credit card information**

		Step 2 of 3: Payment method
Please note, there is a credit card processing fee added to every transaction. This fee is set and collected by Transact,	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  MARKENDAL DESCRIPTION OF COMMENT OF CO	
not the Alumni Association	* Card number	
	① Card number required	
	* Expiration date	* Security code ①
	MM / YY	
	* Zip/Postal code	
	International cardholders may input "N/A"	

### Accept the service fee

Serv	

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

Alumni Dues	\$100.0
Class Year: 1960	
Service Fee	\$3.0
Each payment amount	\$103.0
First scheduled payment: 7/20/25	
Payment frequency: Annually	
Number of payments: 4	
Total amount: \$412.00	

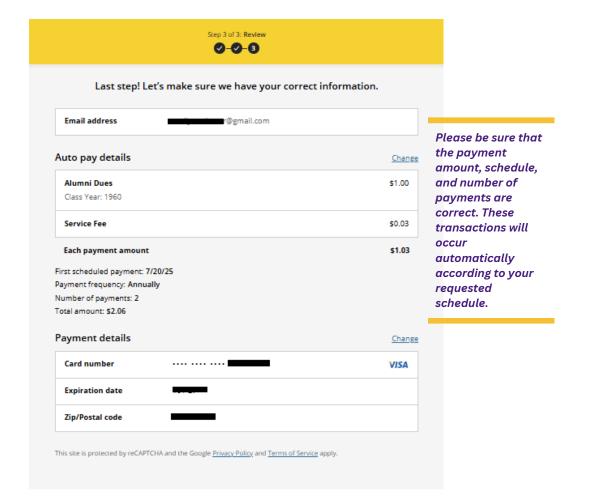
user agreement and I understand that my transaction includes a non-refundable service fee for each payment for the use of Transact Campus SmartPay, View terms and conditions



# Confirm your infomation and press continue to complete your transaction



# 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.