How to Setup Recurring Payments with WKMS

1) Navigate to the “Donate” page of the WKMS website and click “Create Account”
2) Put in all required information – for “Secret Question”, you have the ability to determine what the question is. Some examples include your mother’s maiden name, name of your first pet, etc. When finished, click “Register”.

![User Registration Form](image-url)
3) Once you have clicked “Submit”, you will see the following screen. Please navigate to the email that you previously entered in order to set up your new password.

![User Registration Confirmation](image)

4) You will receive an email that looks similar to the one below. Click on the link that is included in the email and it will prompt you to answer your secret question, as well as set up your new password. Examples of all screens are below.

![Murray State University Foundation Inc Account Registration](image)

Your registered user account has been established. To complete account setup, you must create a password.

Click the link below to create your password. Because this link will expire in 24 hours, you should create your new password immediately.

https://smartpay.profitstars.com/sts/PasswordReset?
What is your mother's maiden name?
5) Once you have finished setting up your password, navigate back to the main WKMS Donate page to enter your new credentials (email address & new password) and click “Login”.

![Password Update Complete](image)

![Donate Page](image)
6) Once you are successfully logged in, you will see the screen below. Navigate to “Make a Donation” to set up your new recurring payment.

7) Type in the amount you would like to donate *monthly* and click “Add Payment Option”.

8) Here you will input your bank’s information. Once you have input all the required information, click “Add Payment”.

![Payment Options](image)

9) You will be directed back to the page below, where you will finish setting up your new monthly payment schedule. Click the grey bar that says “Click here if you would like to make this a recurring donation” and select your frequency, payment day, and start date. If you would like to set up a certain amount of payments, please enter that number. If you would like the monthly donation to auto-deduct until you say otherwise, select the checkbox that says “Infinite Payment”. This can be changed or deleted at any time. Once you are finished, click “Continue”.

**Note: If you would like to start donating on the day that you are setting up the payment schedule, please select “Include a Single Payment Now”.

![Make a Donation](image)
10) You will see the confirmation page shown below where you can do a final review of the information you input. If everything is correct, click “Agree and Submit”. Congratulations, you are officially a recurring donor to WKMS!