

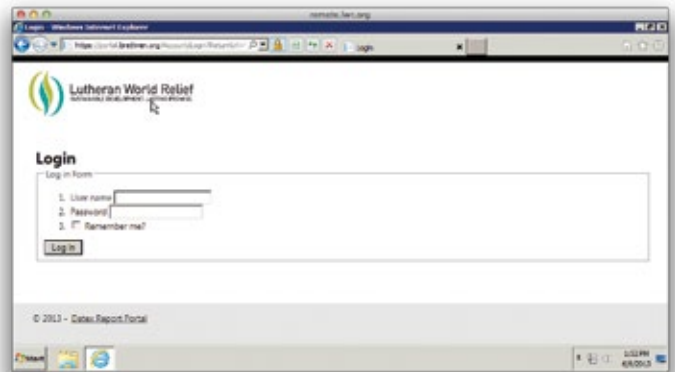
QUILT & KIT TRACKER HOW TO GUIDE

STEP 1

Using your internet browser, go to:

<https://portal.brethren.org/>

Your screen should show two fields for username and password.



STEP 2

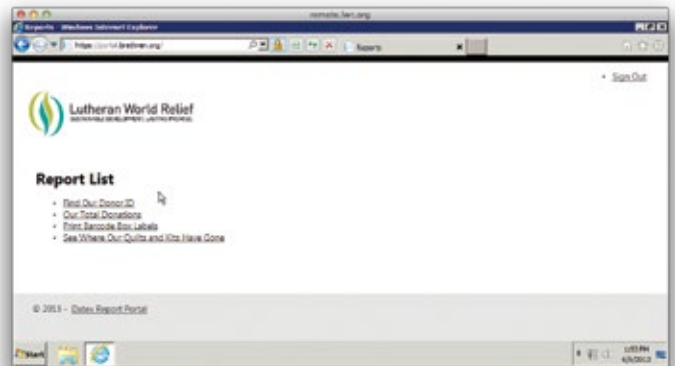
Enter the following information (username and password are case-sensitive):

Username: **Donor01**

Password: **2012BSC**

The following list of reports will show:

- Find Our Donor ID
- Our Total Donations
- Print Barcode Box Labels
- See Where Our Quilts and Kits Have Gone

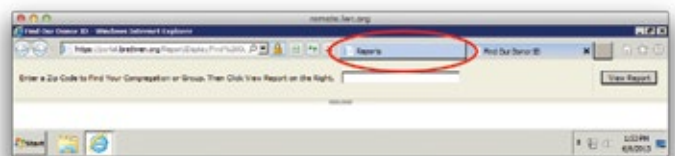


STEP 3

To find your congregation's Donor ID number, click on the link that says **Find Our Donor ID**.

Enter your zip code in the box, then click **View Report (far right)**. This will open a new tab in your browser. Be sure to go back to the Reports tab (red circle above) to get back to the list of reports for the rest of the steps.

Be sure to write down your ID number before going on to the next step.



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Lutheran World Relief
SUSTAINABLE DEVELOPMENT. LASTING PROMISE.

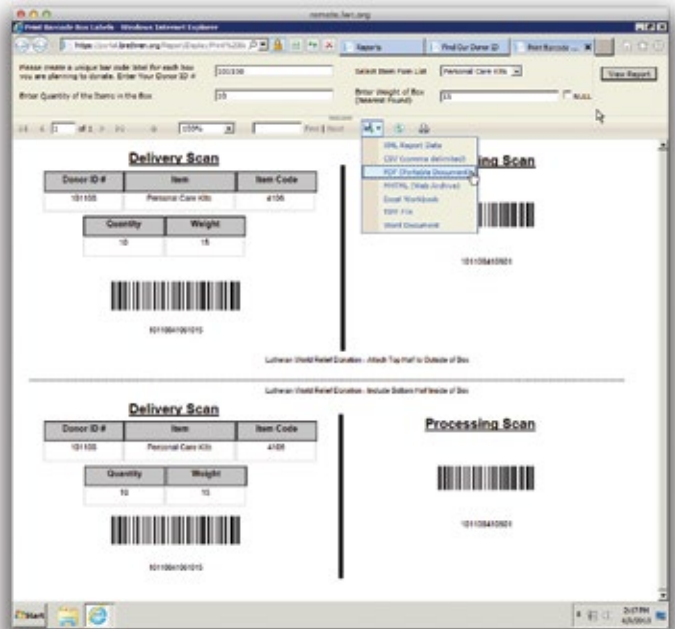
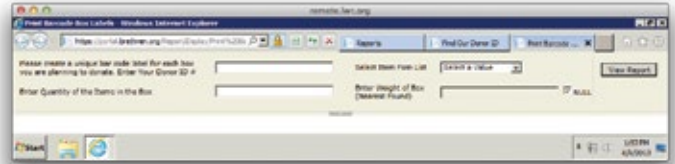
STEP 4

To create a barcode label for a complete box, click on **Print Barcode Box Labels**.

Enter your Donor ID at the top, then fill in the rest of the form as appropriate to the box you have packed. Weight is optional, but if you have typically provided the weight on your reports in the past, enter it here. When you are finished, click **View Report**.

Print the barcode label by clicking the small disk icon in the center of the page (just above the bar code report), and selecting **PDF** from the drop down menu. Then use the regular print function from the PDF file that will open. You will need to go back to your internet browser to create additional bar code labels. You can make multiple barcodes easily by simply updating the information in the fields at the top of the page, and clicking **View Report** each time to refresh the barcode. Be sure to print each page before making any changes to update to a new barcode!

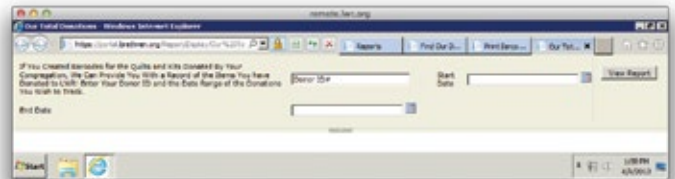
Once you've printed the report, cut the page in half on the marked line. Tape one half on the outside of the box and place the other half inside the box.



STEP 5

To track how much you have donated, go to the Reports page and click **Our Total Donations**.

Enter your Donor ID and the dates you wish to view, then click **View Report**. *Please note that your totals will not appear in this tab until they have been scanned at the warehouse in Maryland or Minnesota.*



STEP 6

To track your donations around the world, click **See Where Our Quilts and Kits Have Gone**. Enter your Donor ID and the dates, then click **View Report**.

