

Center for Urban Studies Online Donation Guide

Online donations to the Center for Urban Studies are processed through Wayne State University (WSU) as fiduciary. WSU does not charge a fee per transaction, so all donated funds go directly to the Center to support our advocacy and research efforts. WSU is a 501(c)3 organization so all donations are tax-deductible.

Below are instructions on how to navigate the WSU Giving Page:

1. Enter the **total dollar amount** that you would like to donate to the Center for Urban Studies in the "I'm giving \$_____ to Wayne State University" Box. The next step will direct your donation to CUS (through WSU).

WAYNE STATE UNIVERSITY Center for Urban Studies AIM HIGHER

Thank you for your support

1 My Gift * required fields

I'm giving \$ to Wayne State University.*

Need Help?
Tel: 1.313.577.2263
Fax: 1.313.577.6489
E-mail: fundoffice@lists.wayne.edu

2. Leave the dropdown menu above the Designation box as "Center for Urban Studies" and **enter the same dollar amount that you would like to donate to the Center in the Designation box to the right of "Center for Urban Studies"**. This is very important! If you skip the Designation box, your donation will be automatically applied to Wayne State University's Aim Higher for Students Campaign.

Please direct my gift to:*

Schools, Colleges and Programs

Center for Urban Studies

| Designation | Amount |
|---|--------|
| Green & Healthy Homes Initiative Detroit-Wayne County | \$0.00 |
| Center for Urban Studies | \$0.00 |
| Other (please specify) <input type="text"/> | \$0.00 |

fundoffice@lists.wayne.edu
Hours: 9am-5pm EST, M-F
[Supported Browsers](#)

3. For the question "Is this a payment for an existing pledge?" select "No" from the dropdown menu.



"No" **Is this a payment for an existing pledge?*** **Please apply to existing pledge**

4. **IGNORE** "I know my Wayne State Access ID and associated password."

2 Personal Information

IGNORE **I know my Wayne State Access ID and associated password.**

5. Fill out your Personal Information including name, email, and mailing address. This information will be used to recognize you for your contribution. Fields marked with an asterisk (*) are required, all other fields are optional.

| | | |
|------------------|--|---|
| Prefix | <input type="text" value="-- Select --"/> |  |
| First Name* | <input type="text"/> | |
| Middle Initial | <input type="text"/> | |
| Last Name* | <input type="text"/> | |
| Suffix | <input type="text" value="-- Select --"/> | |
| Mailing Name* | <input type="text"/> | |
| | <small>Please add the relevant prefix or suffix in the Mailing Name (max 35 chars.), if not contained in the dropdowns</small> | |
| Email* | <input type="text"/> |  |
| Phone | <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="text" value="Home"/> | |
| | <input type="checkbox"/> New Address | |
| Address Line 1* | <input type="text"/> | |
| Address Line 2 | <input type="text"/> | |
| City* | <input type="text"/> | |
| State/Province* | <input type="text" value="Alabama"/> | |
| Country* | <input type="text" value="United States"/> | |
| Zip/Postal Code* | <input type="text"/> | |

6. **IGNORE** "Click here to tell us how you're connected to WSU."

IGNORE **Click here to tell us how you're connected to WSU**

7. **IGNORE** "This is a joint gift."

IGNORE **This is a joint gift.**

8. If you or your spouse's employer offers a matching gifts program, select the appropriate employer from the dropdown menu in the "Matching Gifts" section. **You will also need to contact your employer directly for a copy of their matching gifts form and send the completed form to the mailing address below.** If this does not apply to you, skip this section.

Optional → **3 Matching Gifts**


Many employers match gifts made by their employees, doubling or even tripling your gift. Make a selection below to find out if your employer matches gifts.

Employer
-- please make a selection --

Spouse's Employer
-- please make a selection --

To facilitate matching gifts you must obtain your company's matching gifts form, which must be mailed in.

Mailing Address:
Wayne State University Fund Office
5475 Woodward Avenue
Detroit, MI 48202



9. If you would like to make your gift in honor or memory of someone, notify someone of your gift, or provide additional information about your gift, enter this information in the "Extra Gift Information" section. If this does not apply to you, skip this section.

Optional → **4 Extra Gift Information**

My gift is in honor/memory of someone.

There's a person to notify of my gift.

I have additional gift information.

10. To **donate by credit card**, click "Continue to CashNet SmartPay." If you would prefer to **donate by check**, click "Pay By Mail" to print a form that should be mailed along with your check to the payment address below. Make your check payable to Wayne State University.

Click 1 →

[Continue to CashNet SmartPay](#) **CASHNet SMARTPAY**
CashNet is a 3rd party credit card and ACH processing firm

[Pay By Mail](#)
Print out your details for a check payment to be sent in by mail

Payment Address:
Wayne State University Fund Office
5475 Woodward Avenue
Detroit, MI 48202

Make check payable to Wayne State University. For questions or comments, please contact the Wayne State University Fund Office at (313) 577-2263.

11. If you click the "Pay By Mail" option, a window should pop up prompting you to print the page you just filled out. Be sure to print this page and mail it along with your check per the instructions and screenshot in step 10 above.

12. If you click the “Continue to CashNet SmartPay” option, you should be automatically redirected to a new Wayne State University Online Giving page. Select your preferred method of payment (credit card) by selecting “Enter new credit card information”.

checkout sign out

Wayne State University Online Giving

Your Name Here

Select Method of Payment

Select Enter new credit card information.
 Enter new electronic check information.

Continue Checkout

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13. The next page will ask you to acknowledge that you have read and accept the terms and conditions of the Higher One, Inc. User Agreement. Higher One, Inc. is the company that manages WSU's Online Giving page. Check this box, then click “Continue Checkout”.

checkout sign out

CASHNet[®] SMARTPAY

Wayne State University Online Giving

Your Name Here

This site is owned and operated by Higher One, Inc.

Check I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One, Inc. User Agreement.

Cancel My Transaction Continue Checkout


terms privacy security

(hvn1webcn3)

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14. The next page will ask you to enter your credit card information. Visa, Mastercard, Discover, American Express and JCB are accepted. When you are done, click "Continue Checkout" (you will still have a chance to review your donation before it is submitted).


Enter credit card information Total Amount: \$xx.xx

| | | |
|-----------------------|----------------------|--|
| Credit Card Number | <input type="text"/> |  We accept: |
| Expiration Month | Select Month ▾ | |
| Expiration Year | Select Year ▾ | |
| Cardholder Name | <input type="text"/> | |
| Address | <input type="text"/> | * Enter the address where you receive the bill for this card. |
| City | <input type="text"/> | |
| State/Province/Region | <input type="text"/> | |
| Zip/Postal Code | <input type="text"/> | |
| Country | United States ▾ | |
| Card ID Code | <input type="text"/> | Enter the three or four digit code from your card. Help |
| Email Address | <input type="text"/> | * |

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

15. The next page will be a final confirmation page showing the details of your donation. **Make sure that Items Selected reads "Center for Urban Studies"**. Review your payment information to make sure it is correct, then click "Submit Payment".



Wayne State University Online Giving

Your Name Here

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

| | |
|--------------------------|----------------|
| Items Selected | |
| Center for Urban Studies | \$xx.xx |
| Total Amount | \$xx.xx |

Payment Information

| | |
|------------------------|---|
| Credit Card Number: |  |
| Expiration Date: | |
| Cardholder Name: | |
| Address: | |
| City: | |
| State/Province/Region: | |
| Zip/Postal Code: | |
| Country: | |
| Email Address: | |

[Submit Payment](#)

16. Your donation is now complete! Thank you for supporting the Center for Urban Studies!