## How to Make a Donation to AFSA

1. Go to www.afsa.org. Click on Log In:



2. Click on the EWeb link:



LOGIN

We encourage you to login to the AFSA rebsite for online member services.

## Visit ams.afsa.org/eweb to login.

IMPORTANT: All members have existing accounts and do not need to create a new account or register. Members may login on the right side of the webpage. To login for the first time, use your primary email address as your username and your last name in all lowercase letters as your password. You will be directed to update your password after you login.

How to Change Your Address - Step-by-step instructions for changing your address.

How to Renew Your Membership - Step-by-step instructions for renewing your membership online.

How to Register for AFSA Events - Step-by-step instructions for registering for an AFSA event.

How to Join the online AFSA Community - Step-by-step instructions for joining the online AFSA Community.

If you're not yet a member but would like to join AFSA and take advantage of our member benefits, click here to join.

Questions about logging in, online transactions or the online AFSA community? Email us at member@afsa.org or call (202) 338-4045 ext 525.

- 3. You will be prompted to login to the AFSA website.
- As an AFSA member you will already have an account set up. You do not need to register for a new account.
- Enter the email address where you normally receive AFSA emails.
- Your last name (in all lower case letters) will be your password when logging in the first time. If you need help with your password click on the "Forgot Your Password?" link or send an email to member@afsa.org.



## Welcome to the American Foreign Service Association

Here you can sign in or create an account. Once you are signed in you can join AFSA, renew your membership, make a donation, register for events, update your contact information and more!

Already an AFSA member?	Not an AFSA member?
Log into your account with your email address. If you don't know your password, click on, "Forgot Your Password."	No worries, you can still access the site. Provide us with your email address to register.
Email Address	Email:
cheung@afsa.org	
Password	Go
••••	
Login	
Remember Me	
Forgot Your Password?	

Need assistance, please contact AFSA at 202-338-4045 ext. 525 or email us member@afsa.org.

## 4. Click on Donate.

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cheung@afsa.org	Tenured (Y/N): N Year Tenured:					Vie	w All Invoices	
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COFFICE: (202)338-4045	Skill Code:	Edit						
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5. Click on the Donate button on this page.



6. Select which fund you would like to donate to and type in the amount you would like to donate, then click the continue button at the bottom of the page.



7. Check to make sure the amount you would like to donate is correct. Click Checkout to add your payment information.

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- 8. Check to make sure your email and mailing address information are correct on this page.
  - If you would like to donate in memory/honor of someone you can enter their name in the "Gift in memory/honor of" box.
  - Select your payment method near the bottom of the page and type in your credit card information for payment.
  - Click Continue at the bottom of the page and your donation will be processed. You will receive an automatic email acknowledgement of your donation.



Thank you for your interest in donating to AFSA!