

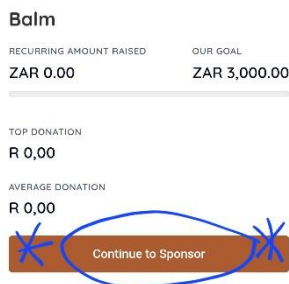
Instructions on how to create your account as a sponsor and set your own password

Please follow these step by step to ensure you can login to your portal as a sponsor, if you struggle at any step you are more than welcome to contact our support team.

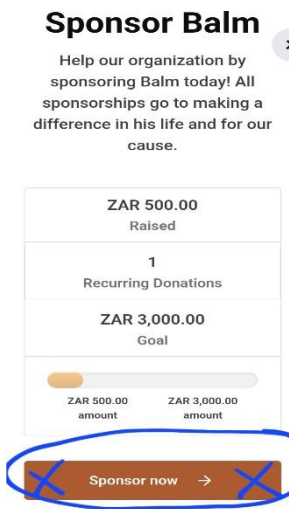
Step 1

Click on the **“Sponsor Now”** button on the homepage – here you will see all the different tree names, each name represents a child. Click on the **picture of the tree** to open the specific child’s details and biography. When you decide which child you want to sponsor go into their biography page and click on

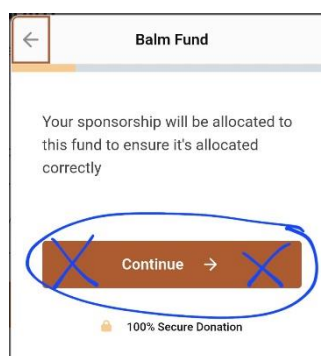
“Continue to Sponsor”



and then on the next page **“Sponsor Now”**



and then on the next screen **“continue”**



and then you can either choose the amount you want to commit to from the options or you can click on **“Enter custom amount”** and enter the amount of your choice and after this press **“Continue”**

A screenshot of a mobile app interface for selecting a donation amount. At the top, it says "Sponsor Amount *" with a currency selector set to "ZAR ZAR". Below this are several buttons for different amounts: "ZAR 10.00", "ZAR 25.00", "ZAR 50.00", "ZAR 100.00", "ZAR 250.00", and "ZAR 500.00". A blue line is drawn around these buttons. Below the amount buttons is a button labeled "Enter custom amount" with blue 'X' marks on either side. Underneath that is a light orange box containing the text "This donation repeats every month." At the bottom is a large brown button labeled "Continue" with a right-pointing arrow, which is circled in blue.

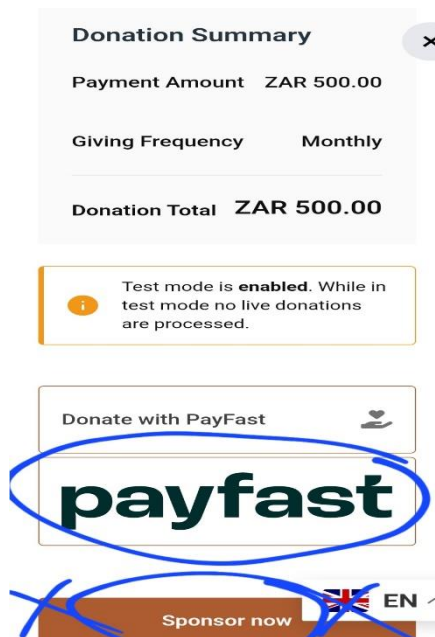
Then on the next page you will enter your own details (**This is all confidential and will not be shared**).

1. **First Name**
2. **Last Name**
3. **Email Address**

And then click **“Continue”**

A screenshot of a mobile app interface titled "Who's Giving Today?". It features a back arrow on the left and a home indicator on the right. The main content area starts with the text "We'll never share this information with anyone." followed by three input fields: "First name *" with the value "John", "Last name *" with the value "Doe", and "Email Address: *" with the value "12345@gmail.com". At the bottom is a large brown button labeled "Continue" with a right-pointing arrow, which is circled in blue. At the very bottom of the screen, there is a small lock icon and the text "100% Secure Donation".

Then the next page you click on **“Sponsor Now”**, you will be directed the payment page through our payment provider **“Payfast”**

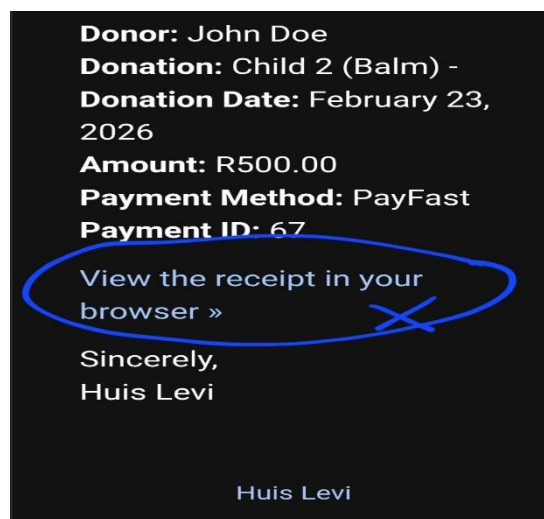
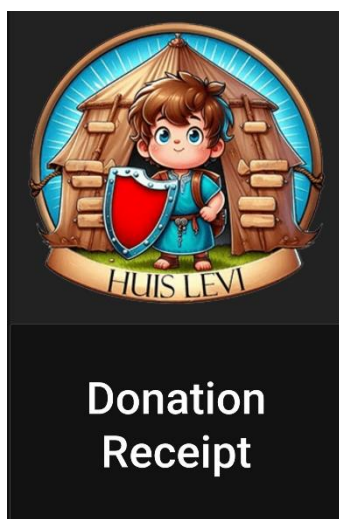


Then the next page will ask you how you want to pay, you can use instant EFT options or Credit Card payments, enter the required information and go to **“Complete Payment”**

After successful payment you will immediately be redirected to the website and you will receive 2 emails on the email address that you have entered in the previous steps. Please note these emails will say **“WordPress | Huis Levi”**, please check your **“Junk Emails”** as the emails may sometimes go there.

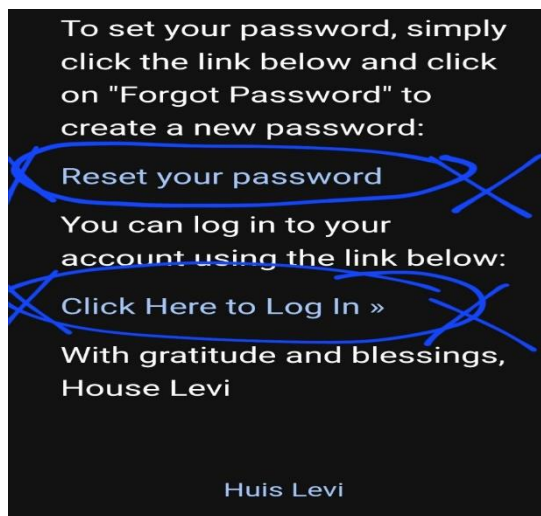
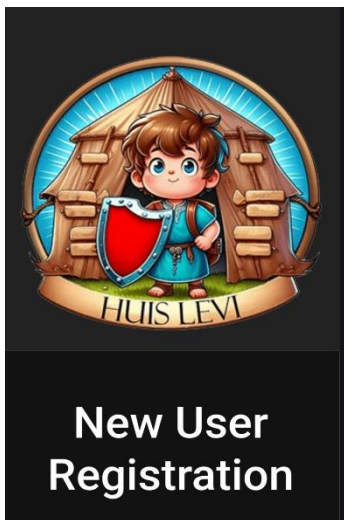
Email 1:

This is your Donation Receipt –your proof of payment (You can click on the link in the email **“View the receipt browser”** to download your formal receipt.)



Email 2:

This email is your **“New User Registration”** email, on this email you will firstly read a welcome message as a sponsor as you scroll down to the bottom you will find 2 links **“Reset your password”** and **“Click here to login”** please follow the next **instructions below step by step** to ensure you create your own password and login details successfully to be able to access your online account.

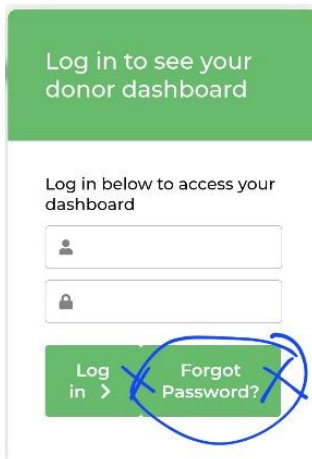


Step 1

Click on **“Reset your Password”**

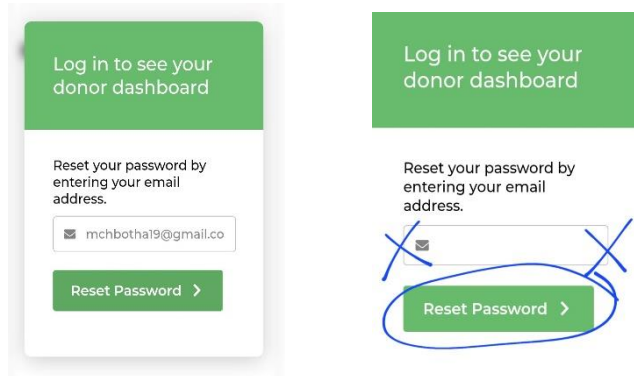
Step 2

On this page click on **“Forgot Password”**



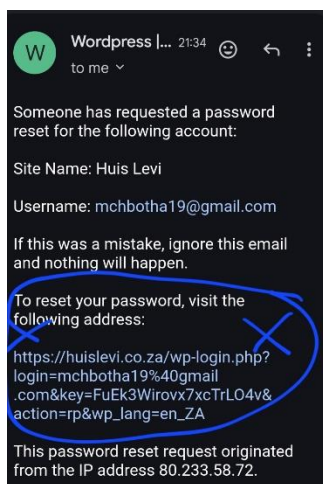
Step 3

Enter your “**email address**” that you registered with and click “**Reset Password**”



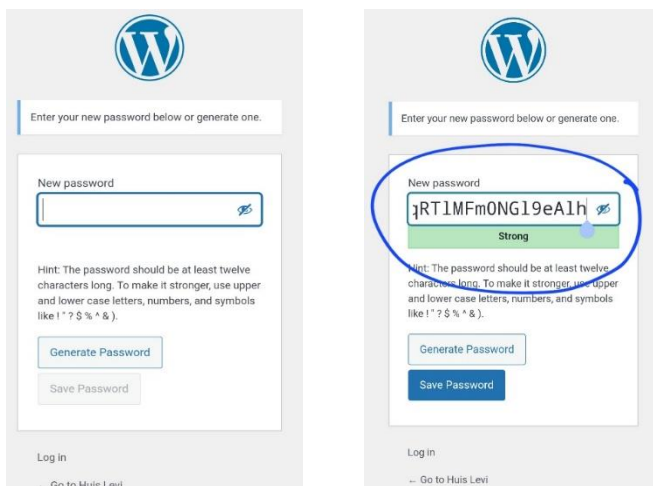
Step 4

Go back to your emails – you will now receive an email from “**WordPress | Huis Levi**” with a Password Reset link, open the email and then go to the bottom of email and click on the link and open the link from your email as seen below.



Step 5

Then this page will open and have an auto generated password on click on the “**password box**” and clear/delete all the characters in the block so the box is empty.



Step 6

Create your own Password of choice (If your password of choice is **Weak** that is fine as long as you remember it) then go and tick on the **“Confirm use of weak password”** box and then click on **“Save Password”**. However, it is recommended to use a strong password meeting standard complexity requirements (Min of 8 characters, alphanumerical, at least one uppercase letter, at least one special character). You would like assistance with generating a strong password, you can click on the following link: <https://www.keepersecurity.com/features/passphrase-generator/>

Enter your new password below or generate one.

New password
Frank@123
Weak

Confirm use of weak password

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! * ? \$ % ^ & .

Generate Password

Save Password

Step 7

Now after this step you will see this screen

Your password has been reset. [Log in](#)

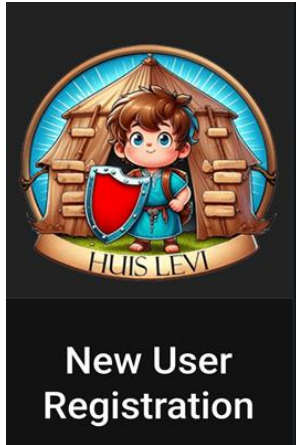
... Go to Huis Levit

English (South Africa) ▾

Change

It is **VERY IMPORTANT TO CLOSE THIS PAGE AND CLEAR YOUR BROWSER TABS** and go back to your emails.

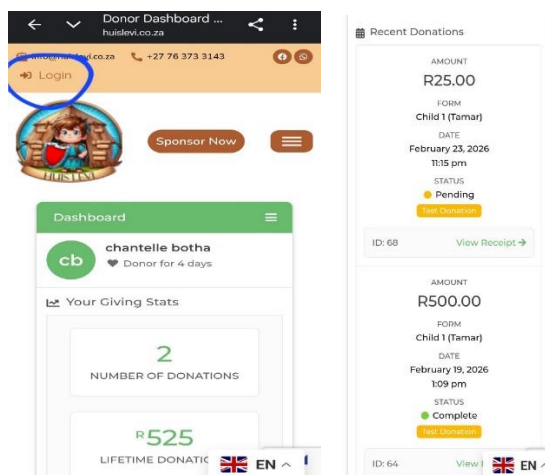
Now Open the previous email you received that said **“WordPress | Huis Levi”, “New user Registration”** remember it look like this:



Now Click on **“Click Here to Log in”** link at the bottom of that email. It will then open this page below



Now enter your **“Email Address”** and **“Password”** that you chose here. Then the next page that opens is called **“Your Donor Dashboard”** please note that if you go directly onto the website www.huislevi.co.za you will see a **“Log In”** link on the top right corner of the page you can also go there directly and **“login”** with your chosen **“email and password”** at any time after resetting your password if you do not wish to go back to your emails.

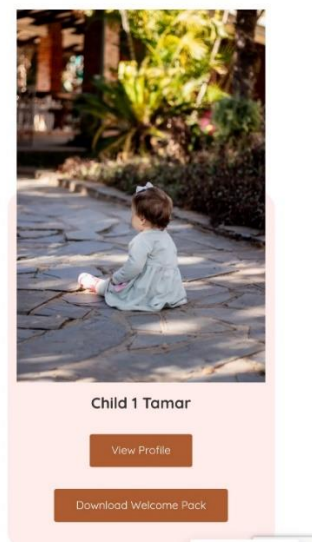


On this Dashboard you will find all your donation stats. It will show you exactly the amounts you have donated and update every time your donation goes through for your sponsored child. This page will keep a record of all the details and receipts. Remember this will be a monthly recurring donation.

You also have the ability to manage your monthly commitment by clicking on **“Subscriptions -> Manage your subscription”**, you will have the ability to cancel your commitment as well at any time. Should you have any difficulties, kindly reach out to our team for assistance.

When you scroll down below you will also find **“My Sponsorships”** this is the Child you chose to Sponsor and here you can click on **“View profile”** and **“Download Welcome Pack”**, these were created specially for each child so that you have the opportunity to get to know the child you are sponsoring.

My Sponsorships



Then you also have the opportunity to send personal messages to your sponsored child. This is optional but also so precious. You can share photos of your family or any events with your sponsored child or simply send them a message of encouragement. The “admin” team will print these off and show it to the Sponsored child. This way you can be a part of the sponsored child growth and life if you wish to, most of these children do not have family so this is an incredible way of motivating them and showing them they are loved. Please note this is **NOT COMPULSORY** you can also be a **SILENT** sponsor should you wish.

Send a personal message to your sponsor

In this section you can send a personalised message to the child you sponsor. If you feel you would like to share something special with your sponsor, feel free to do so. Our caregivers will share the information with the child

Your Name

Your Email

Your Message

Upload File (optional)

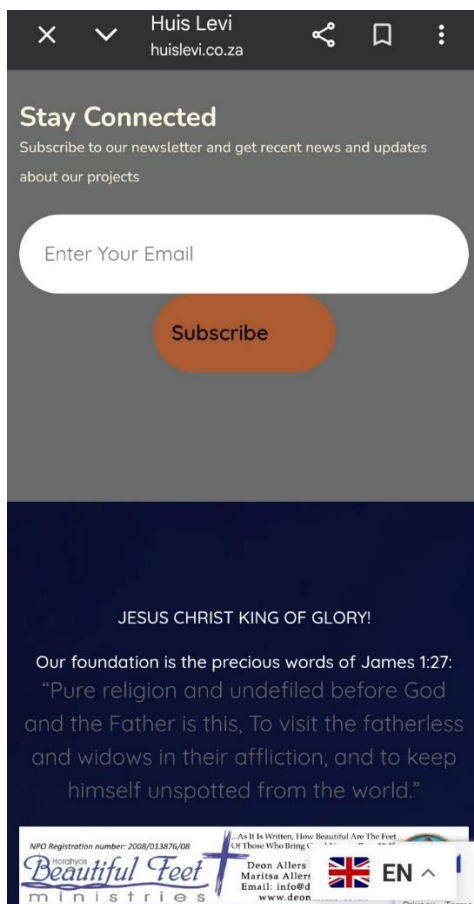
Choose file No file chosen



Privacy Terms

Also when you scroll to the bottom you will find instructions on how to send **Personalized Cards** to your Sponsored Child. This is e-cards you can create with your own personal message on special events like Birthdays or whenever you are thinking of you sponsored child or just want to encourage them. Again the Admin will print these cards out and give it to the sponsored Child. If you struggle to send e-cards please do not hesitate to contact our support team we will assist you.

Then Last but not least if you would like to receive **“Update”** emails on how the children of house Levi are doing and receive updates like **“Report Cards”** or **“Achievements”** please go onto the website www.huislevi.co.za and scroll down to the bottom of the page and enter your **“email address”** and **“Subscribe”** to our newsletters.



Do you need help?

Contact us below via email and we will get back to you as soon as possible

info@huislevi.co.za