

Make A Donation to CMHA

1. Click on the '**Donate to CMHA**' link on the top, right hand side of the top banner on the main page.
2. To donate online, click on '**Donate Online**' link on the page.
3. Complete all the information on the donation page and click '**Continue**' on the bottom of the page.
4. You will be taken to our secure credit card processing screen, from where you will be asked to enter your credit card details. Please note, no personal or credit card information is stored.
5. You will be taken to the Donation Confirmation page.

Order CMHA Products

1. Click on one of the following links from the top blue banner: '**Publications**', '**Pamphlets**', '**Promotional Items**', '**Videos**' or '**New Items**'.
2. Review the different products available for the selected product category.
3. Click on the thumbnail image or name of the product you would like to purchase. This will take you to the product-ordering screen, where you will see a detailed product description, pricing and the order quantities available to purchase.
4. Enter the quantity that you would like to order for English and French versions (if applicable). You can also add any comments you would like in this stage.
5. Click on the '**Add to Basket**' button to add this product to your shopping basket.
6. At this stage you have an option to '**Continue Shopping**' and add more products to your basket, or to '**Proceed to Checkout**'.
7. If you would like to purchase more products, click on the '**Continue Shopping**' button at the bottom of the page. Repeat steps 1-5 for all the products that you would like to purchase.
8. Once you have all the products in your basket, click on the '**Proceed to Checkout**' button.
9. Enter your shipping details and click on '**Continue**'.
10. Select your "Payment Method" (payment options include credit card and cheque) and click on '**Continue**'.

- I 1. If there is insufficient stock to immediately fulfill your order, you will be shown an Inventory Summary. At this point, you can click on the **'Return to Basket'** button to remove a product from your basket or to adjust the order. If your order is complete and correct, click on **'Continue'**.
- I 2. You will see an "Order Summary", which displays the products ordered, payment method and delivery information. Please confirm all the information is correct.
- I 3. If all the information is correct, click on the **'Place Your Order'** button.
 - If you chose to pay by Credit Card, you will be taken to our secure credit card processing screen, from where you will be asked to enter your credit card details.
 - If you chose to pay by cheque, you will be issued with an invoice by email.
- I 4. You will be taken to the **'Order Confirmation'** screen from where you can view a summary of your completed order.

For questions, please contact Paige Vieyra from the CMHA National Office, pvieyra@cmha.ca