How to make a Pro Bono Services Organization Donation using AIS after completing Pro Bono Reporting:

a. Click the **Make Donation $** tab.

b. The Donation screen is displayed.

c. Find the Organization you wish to donate to.
d. Enter the amount of the donation in the blank field to the left of the Donate button.

e. Click

f. The organization's PayPal screen will display.

g. Complete the transaction.

h. Click the "X" to return to the donation page.

i. Click the button at the bottom of the donations page.
   1. The Organization and amount donated is listed.
   2. This information will remain in the AIS system.

Pro Bono Report - 2019		
DONATIONS REPORTED FOR THE YEAR 2019		
Organization Name	**Donation Date**	**Donation Amount**
Disability Rights Maryland	07/03/2019 08:54:40 AM	$500.00
	TOTAL	**$500.00**

j. Click the **Close** button to return to the main screen.

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