

# How to maneuver at the www.DCCMC.com website

## 1. How to Login:

- Go to [www.DCCMC.com](http://www.DCCMC.com) and arrive at the first screen. Click on **View or Update Account**.
- The second screen will open. If this is your *first visit* click on **Register** and the third screen will open. Type in your registered E-mail address and create a Password. Then click the **Register** Button below Confirm Password. This will return you to the Login screen.
- Enter your E-mail and personal password.



## 2. How to Print a Contribution Report:

- Login to your account as outlined above. You will arrive at the **Customer Report** screen. In order to get a complete report for a tax year, change the Start Date to 1/1/2013 and the End Date to 12/31/2013 and click on the **Refresh** button.
- The Report shows every sale you registered, how much was spent, how much was contributed to your designated Nonprofit and how much was contributed to DCCMC. Both of these amounts are tax-deductible contributions under the current tax laws.
- In order to print this page, place your cursor on the report and right-click and go to Print Preview. Shrink to 60% and Print.



## 3. How to Change your Designated Nonprofit:

- To update or change your designated Nonprofit click on **Select Charity**.
- The screen to the right will open. Drop down the **Current Charity** list and select a new charity.
- Click the **Update** button in order to set your new charity.



## 4. To Logout click on **Log Out** to exit.

## **\*\*Errors\*\***

**Error:** The following errors have occurred – that e-mail is not in our records.

**Solution:** We have entered your e-mail incorrectly in our files or we have no record of an e-mail for you. Send an email to [Bob.Sullivan-Neer@DCCMC.com](mailto:Bob.Sullivan-Neer@DCCMC.com) with the correct information and we will update your file.

**Error:** Invalid e-mail / password

**Solution:** Make sure you are using the correct password. To reset click on **Forgot Password** and it will be emailed to you.