

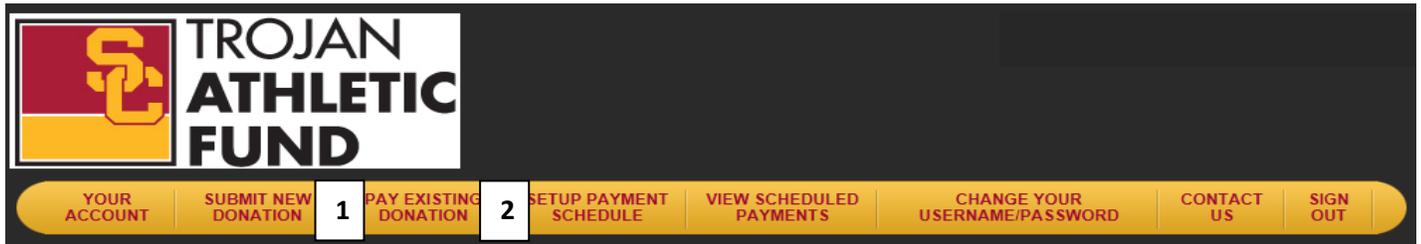
Account Set-Up Instructions

To utilize all of our new online features, you must first create an account. Below are instructions on how to get started. You can find detailed instructions on all the features in the online user guide posted in the member's area of www.trojanathleticfund.com.

How to create an online account

1. To begin, login through member's area sign-in www.trojanathleticfund.com and **Sign up for a new account.**
2. On the next screen, click on **"I am a Current Donor"**
3. Enter your **Donor ID** and **your email address** that is linked to USC Athletics. Your Donor ID is an 8 digit number located on the top right corner of your bill pay-stub or on your Ultimate Sports Card.
*If you are unsure of your Donor ID or email address that you have on file, please contact USC Athletics at taf@usc.edu or (213) 740-4155.
4. Once complete, you will receive further instructions via email.
5. Click on the link provided in the email you receive from Trojan Athletic Fund.
6. Enter a Username and Password that you can easily remember. Your Username and Password can be anything you would like.
7. You have just activated your Trojan Athletic Fund account and are ready to begin!

Online Payment Options



1. Pay Existing Donation (make a single payment)

1. Enter the amount you would like to pay in the **Payment Amount** area
2. Next, fill out the required payment fields and click **Process Payment**
3. You can make as many payments as you would like until your donation balance due is \$0.
****Please note that regardless of the number of payments, you must have at least 50% of your pledge paid by June 1st to receive benefits for the upcoming season.***

2. Set-up Payment Schedule (recurring auto-pay)

1. Click on, **"Setup Payment Schedule"** and fill out the appropriate payment information
2. Next, enter your first payment date, frequency, and number of payments to be scheduled
****Please note that regardless of the number of payments, you must have at least 50% of your pledge paid by June 1st to receive benefits for the upcoming season.***
3. You will then be able to review your payment schedule
4. If you are happy with your payment schedule, click on **"Submit This Payment Schedule"**
5. The Trojan Athletic Fund office will process your payment automatically according to your specifications.