**STEP 1: Enter the payment information**

1. Enter the amount you'd like to charge into **Payment Amount**.

2. Choose **One-Time** from the Payment Frequency button options. *Note: It's not possible to add a recurring cash payment. If you select a monthly, quarterly, or annually as the frequency, you'll be required to process this as a credit card payment.**

3. Choose a Payment Profile from the dropdown under **Select Payment Profile**. Payment Profiles are pre-set profiles that indicate the sales tax, payment title and description, and custom receipt message for the transaction. *(See Payment Profiles for more information)  *(Note: You can customize a payment profile on-the-fly at the time of a single transaction without saving the changes to the profile.)*

**STEP 2: Charge the payment**

Tap the green **CHARGE** button to proceed to the Supporter Information screen.
**STEP 3: Payment Options - CHECK**

Tap the **CHECK** button under Payment Type to proceed with manually entering the credit card information.

**STEP 4: Record Check Payment Number**

Enter the check amount and check number then click **Finish**.

**STEP 5: Collect Supporter Information**

If your supporter would like a receipt for their records, enter their contact information then tap the **Send Receipt** button. Select **SKIP** to finish transaction without collecting
information. If no information is entered, the email, first name and last name will be blank (there will be no way to retrieve this information from the Flipcause Dashboard).

**STEP 6: Confirmation Page**

All done! If you entered contact information for the transaction in STEP 3, you will see confirmation that a receipt was sent to the supporter via email.

If you entered Contact Information in STEP 3, the confirmation message will contain your supporter's email address:

If you did not enter Contact Information in STEP 3, you will only see a confirmation
Tap the BACK TO HOMEPAGE button or the X located in the right-hand corner. This action will take you back to the Home page where you can begin a new transaction or check-in process.

Reports

Your check payment will appear with the following Charge Details:

- **Transaction Source**: Manual Payment - Offline (App)
- **Payment Method**: Check
- **Trace Number**: [Optional check number entered]