



# Missing UU Online Service Auction How to Pay!

QUESTIONS?

Email [auction@uucuc.org](mailto:auction@uucuc.org) or call 217-351-6756.

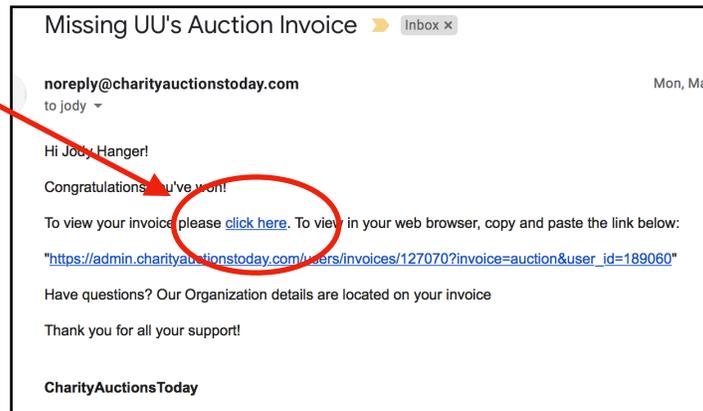
## Congratulations! You are the winning bidder - now what?

### STEP 1 You will receive an email notification

You will receive an email for each item that you've won, and then...

At the end of each auction evening, you will receive a second email with a link to view your invoice. *Each night of bidding will generate a separate invoice.* If you bid on items on every auction evening, you will receive three invoices.

### STEP 2 Follow the link to your bidder account page



Here you can view your invoice with all the items you have purchased on a particular evening.

### STEP 3 Click on a PAY NOW button

PLEASE NOTE: It is up to you and the seller to make delivery arrangements. The auction committee is happy to help provide contact information.

Description	Quantity	Item Sale Price	Shipping Cost	Tax(%)	Total
Test Blind	1	\$3.00	\$0.00	\$0.00	\$3.00
Test Eject	1	\$1.00	\$0.00	\$0.00	\$1.00

Payment and shipping details:  
Please pay via credit card through the auction site or by check mailed to the church. Please contact the items' seller to arrange pickup.

Contact info:  
Email Jared Lofrano at [jared.lofrano@gmail.com](mailto:jared.lofrano@gmail.com) if you have any questions

Unitarian Universalist Church of Urbana Champaign  
309 West Green Street  
Urbana, IL 61801  
2173725571  
[auction@uucuc.org](mailto:auction@uucuc.org)

Subtotal \$4.00  
Total Shipping \$0.00  
Total Tax \$0.00  
Charity Auction Today Processing Fee \$0.12  
Total Discount \$0.00  
Invoice Total **\$4.12**

## STEP 4 Complete the payment screen

UU Church of Urbana-Champaign  
Build community. Seek Inspiration. Promote Justice. Find Peace.

**Checkout**

Order #: INVOICE-137070

Payer's Name: Jody Hanger

Payer's Email: jody@hannauer.net

Event Name: Missing UU

Order Price: \$4.00

Shipping Cost: \$0.00

Charity Auction Today Processing Fee: \$0.12

Add Extra Donation:  Yes  No

Grand Total: \$4.12

**Payment Details**

Pay by Credit Card

Use New Card

**Billing Address**

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

State/Prov/Count: \_\_\_\_\_

United States

**Name on Card**

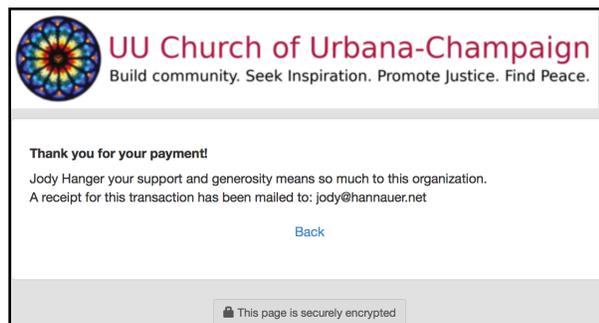
Your full name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration & CVV: \_\_\_\_\_

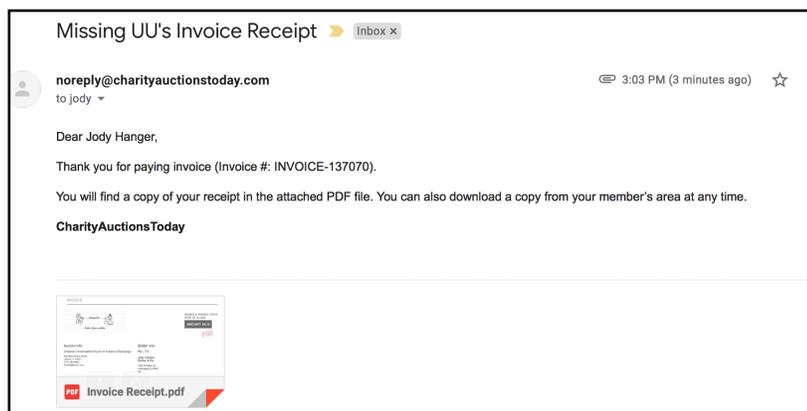
MM: \_\_\_\_\_ YYYY: \_\_\_\_\_ CVV: \_\_\_\_\_

After entering your credit card information, you should see a confirmation message.



## STEP 5 Look for a payment receipt in your email

Shortly after paying you should receive an email confirming payment received.



## PAYING BY CHECK

We are more than happy to take your payment by check. Simply write a check to the church and mail it in. Make sure to put **Service Auction** in the memo line. Once received, we will mark your invoice as paid and an email sent.

**UUCUC, 309 W Green St, Urbana IL 61801**

**THANK YOU FOR YOUR GENEROSITY AND SUPPORT!**