

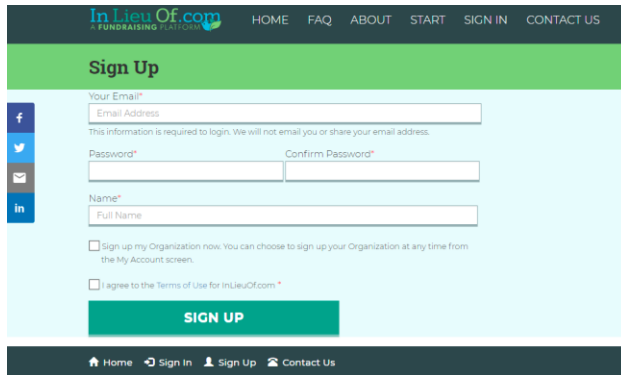
Sign Up Instructions InLieuOf.com

Log on to InLieuOf.com

Scroll to the bottom banner of the page and click on [Sign Up](#)

The following screen will appear.

PERSONAL INFORMATION



The screenshot shows the 'Sign Up' form on the InLieuOf.com website. The form includes the following fields and options:

- Your Email***: A text input field labeled 'Email Address' with a note: 'This information is required to login. We will not email you or share your email address.'
- Password*** and **Confirm Password***: Two text input fields for password creation.
- Name***: A text input field labeled 'Full Name'.
- Sign up my Organization now. You can choose to sign up your Organization at any time from the My Account screen.
- I agree to the Terms of Use for InLieuOf.com *
- SIGN UP**: A green button to submit the form.

The website header includes 'InLieuOf.com FUNDRAISING PLATFORM' and navigation links: HOME, FAQ, ABOUT, START, SIGN IN, CONTACT US. The footer includes: Home, Sign In, Sign Up, Contact Us.

Fill in your:

- Email address
- Password - which you create
- Confirm Password
- Full Name - fill in your full name

Check off the following two boxes:

- Sign up Your Organization (Next Column)
- I Agree to the Terms

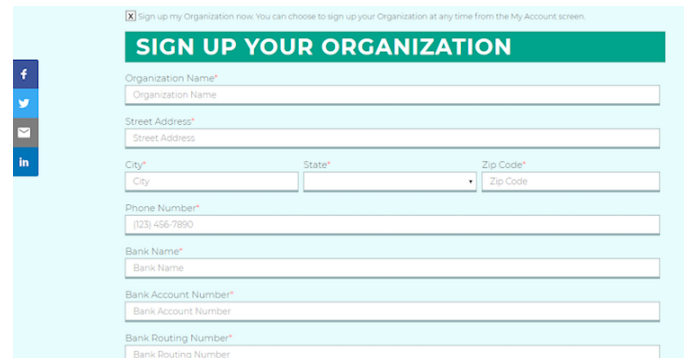
ORGANIZATION

Check the box:

- Sign up My Organization

Fill in:

- Organization Name
- Street Address
- City, State & Zip Code
- Main Phone Number
- Bank Name
- Bank Account Number
- Bank Routing Number
- Website URL Address



The screenshot shows the 'SIGN UP YOUR ORGANIZATION' form on the InLieuOf.com website. The form includes the following fields and options:

- Sign up my Organization now. You can choose to sign up your Organization at any time from the My Account screen.
- SIGN UP YOUR ORGANIZATION**: A green header for the form.
- Organization Name***: A text input field labeled 'Organization Name'.
- Street Address***: A text input field labeled 'Street Address'.
- City***, **State***, and **Zip Code***: Three input fields for location information. The State field is a dropdown menu.
- Phone Number***: A text input field labeled '(123) 456-7890'.
- Bank Name***: A text input field labeled 'Bank Name'.
- Bank Account Number***: A text input field labeled 'Bank Account Number'.
- Bank Routing Number***: A text input field labeled 'Bank Routing Number'.

ADD FACILITY

ADD YOUR FIRST FACILITY

Facility Name*

Description

Street Address*

City* State* Zip Code*

Phone Number*

Add a Director for this facility

Upload Photos

Make this facility live

I agree to the Terms of Use for InLieuOf.com*

SIGN UP

Fill in Facility Name

You can also have multiple facilities or multiple locations.

If directors float amongst locations, perhaps better to have only one facility.

Type in brief description of your organization.

Fill in address along with

- City
- State, Zip code
- and phone number.

Logo - chose a file by selecting the file you want.

Make this Facility Live, And I agree with Terms of Use

Click on **SIGN UP** .

Your account is now created.

NEW CAMPAIGN

Fill in

- Name of the deceased,
System will fill in your location and the Director's name

Continue with Deceased's

- Date of birth
- Date of Death

Expiration Date - which is 30 days from today's date, and

Goal amount - the system will calculate the additional administrative fees so that your full amount is reached.

If all you're wanting is donations for the family, just put in \$0.00 and it will start from there.

Adding a New Campaign

Name*

Facility*

Director*

Date of Birth*

Date of Death*

Campaign Expiration Date*

Goal Amount*

Obituary

Upload Photos

Make this campaign live

Filling out the Obituary - Three Parts

1. First line to begin with these words:

In lieu of flowers, the family of John Doe requests donations be made to assist with funeral expenses / memorial contributions.

2. Fill in all the details family has provided

3. Last line - Finish obituary with a repeat of the first line. Same identical words.

In lieu of flowers, the family of John Doe requests donations be made to assist with funeral expenses / memorial contributions.

Upload Photos

Choose several from your files, we recommend no more than 7.

Save Campaign

Check box
Make Campaign Live

Click the **Save** box
Window saying *Campaign Added* will show.

Confirming Campaign

Go back to Home
Go to Recent Campaigns
You should see your obituary information.

EDITING CAMPAIGN

Above the picture, click on [Edit This Campaign](#),

You can then make necessary edits.

Once you have finished editing, click on **SAVE**

The screenshot shows the In Lieu Of.com fundraising page for Billy Ray Clark. The page header includes the logo and navigation links: HOME, FAQ, ABOUT, START, CONTACT US. Below the header, a green banner states: "Donations are collected by the funeral home on behalf of Billy Ray Clark". A red notification box indicates "This Campaign is not live". There are links for "Edit This Campaign" and "Download Donation Report". A photo of Billy Ray Clark and a woman is displayed. Below the photo, the text reads: "Billy Ray Clark 1934 - 2018" and "Goal: \$6,474.00 (Current: \$5,433.00)".

Conclusion

This completes the Sign-Up Process.

If you have any questions,
please contact us at 225-308-6818
during business hours M-F
from 9:00 AM to 4:00 PM CST.

We look forward to serving you and
the many families that will come your way.