

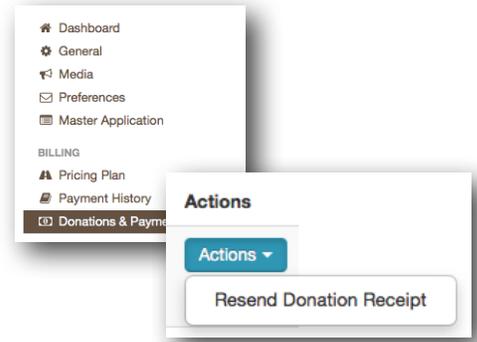
Resending Donation Receipt

How to resend a donor their donation receipt

Option One Organization Level

1 **Step 1**
Access your organization's dashboard

2 **Step 2**
Click "Donations & Payments"

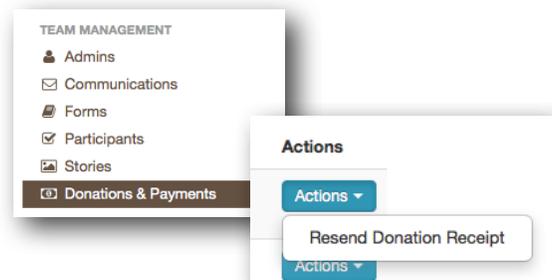


3 **Step 3**
Click "Action" and then click "Resend Donation Receipt" (per transaction)

Option Two Opportunity Level

1 **Step 1**
Access your organization's dashboard and then a specific opportunity

2 **Step 2**
Click "Donations & Payments"



3 **Step 3**
Click "Action" and then click "Resend Donation Receipt" (per transaction)