



COORDINATOR HOW TO SCAN CHECKS



1.

DOWNLOAD THE AHA SCHOOLS APP!

Search "AHA Schools" in your app store.

Once downloaded, you can log in with your username and password. If you are signing up for the first time click "Register Now" on the bottom to sign-up under your school.

2.

CHOOSE DONATIONS ON THE MENU

Click the menu icon on the top left to open the menu tab and tap "Donations."

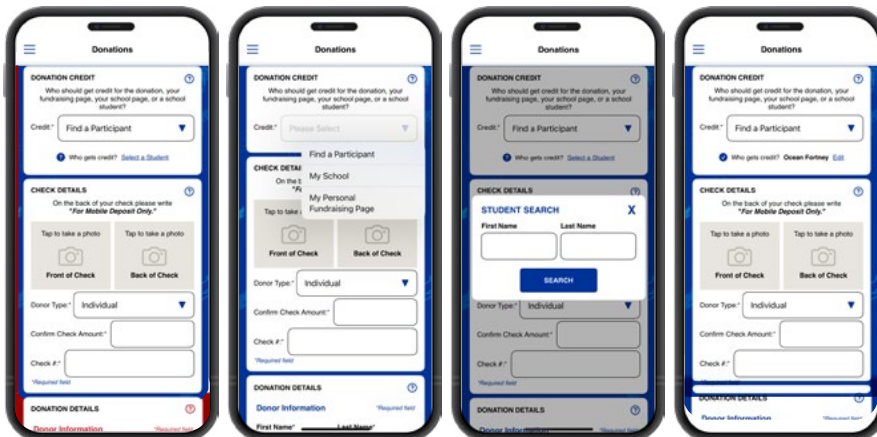
Once in your donations, tap on the red button "Deposit Check."

3.

FIND A PARTICIPANT TO CREDIT

Under "Donation Credit," select "Find a Participant" and tap the blue "Select a Student" text.

Enter the students first and last name, then tap the blue "Search" button. Select the student's name you wish to add the credit to.



4.

ENTER, SNAP AND DEPOSIT!

Under "Check Details" tap to take a photo of the front and back of the check. (You may need to allow access to your camera to take the photos.) Enter the check amount and check number.

Enter the donor information under "Donation Details" and make any changes as needed. Here you can indicate if the donor wishes to stay anonymous.

Lastly, double check and confirm all the information is correct, then tap the blue "Deposit" button.

