



ECA Donation Instructions

"Extracurricular Activity" (ECA) donations are a great way to direct your state tax dollars to our community. **100% of the money** that you donate each year can be credited to you on your Arizona tax return **up to \$200 per individual and \$400 per married couple per year!** The money you donate will directly help your student with orchestra-related expenses, and if you don't have a student, it will come to our orchestra program. It will help pay for instrument repair, performance costs, travel, and community service. Here are the steps to follow to make your annual ECA donation:

Navigate to the site:

1. Go to mpsaz.org.
2. Partway down the page, there is a button labeled **"Pay & Donate."** Click that button.
3. Look under the **"Donate"** heading. Click on the **"Pay Online"** link on the bottom right.
4. If you already have a ParentVue account, sign in.
5. If you do not have an account, follow the instructions under the light blue headings "1st Time Parents" OR "1st Time Guests" to set up an account. After you register, you will need to **go to your email to verify the account. Do that.** Once you set up an account, you can log in at a later time to donate again, print receipts for taxes, etc.

Navigate to the ECA TAX CREDIT section:

If you are a parent of a child currently enrolled at Mountain View High School:

1. After you are signed in on ParentVue, click on your child's name.
2. Under **"Shop/Donate,"** click on **"Items at Student's School."**
3. Select **"ECA TAX CREDIT."**

If you are NOT a parent of a child currently enrolled at Mountain View High School:

1. Once your account is verified, sign in. (Follow steps 1-3 again, if you need to navigate back to the login page.)
2. You will land on a page that says **"Online Payment Portal."** Under the heading **"Shop/Donate,"** click on the link that says **"Items At All Schools."**
3. The next page has an area that says **"School Type."** Click the **"HIGH SCHOOLS"** link.
4. Click on the **"Mountain View"** link.
5. Click on the **"ECA TAX CREDIT"** link.

Complete the donation process:

1. Click on the **"PROGRAMS L to P"** link.
2. Scroll Down to **"8146 Orchestra - ECA DONATIONS ONLY."** (**The numbers are NOT in numerical order. Categories are in alphabetical order.**) In the white box *in this section*, type in the amount you would like to donate. You can get a state tax credit for donations up to \$200 if you are single and up to \$400 if you are married.
3. Click the blue **"Add"** button. (Instructions continued on back of page.)

Complete the donation process (continued):

4. Scroll back to the top of the screen. Double-click the **“Checkout”** link in the top right corner.
5. Under “Your Cart,” verify that the “Item” says “ORCHESTRA - ECA DONATIONS ONLY” and verify the “Price” is correct.
6. Click the blue **“Checkout Step 1: Additional Info”** button.
7. Complete the “Additional Information” form. **There is an area labeled “Student Name (Optional).” Type the student's name that you want the money to be directed to in that box.** If you don't have a particular student you want this money directed to, you can skip this step, and your money will go to the general orchestra program.
8. Click the blue **“Checkout Step 2: Payment”** link.
9. Fill out the payment info and then click the blue **“Pay \$___”** button.
10. You will then be given a receipt for your taxes. **You will need to print this out and submit it with your state taxes to reduce your state taxes by your donation amount.** If you can, print a copy of the receipt and give it to the student who you donated the money for. They will give it to their director. This makes bookkeeping easier. If you cannot print it out, that is OK. The school will notify the director of the donation and the associated student for whom it was donated.

Thank you so very much for helping your students and Mountain View orchestras!