

## New Quilt & Kit Ministry Barcoding System HOW-TO GUIDE

### Step 1:

Using your internet browser, go to:  
<https://portal.brethren.org/>

### Step 2:

Enter the following information on the log-on screen:

*Username: Donor01*

*Password: 2012BSC*

### Step 3:

Click on the tab that says **Reports**.

### Step 4:

To find your congregation's Donor ID number, click on the report that says "**What's My Congregation's ID Number?**" (on left of screen).

Enter your zip code then click **View Report**.

**Be sure to write down your ID number before going on to the next step.**

### Step 5:

To create a barcode label for a complete box, click "**Create a Barcode Label**" (on left of screen).

Enter your Donor ID at the top, then fill in the rest of the form as appropriate to the box you have packed. When you are finished, click **View Report**.

Print the barcode label. Place one half on the outside of the box and the other half should be placed inside the box.

### Step 6:

To track how much you have donated, click "**What Have We Donated to LWR?**" (on left of screen).

Enter your Donor ID and the dates you wish to view, then click **View Report**.

### Step 7:

To track your donations, click "**Where did our Quilts and Kits Go?**" (on left of screen)

Enter your Donor ID and the dates, then click **View Report**.