Getting Paid - Payouts

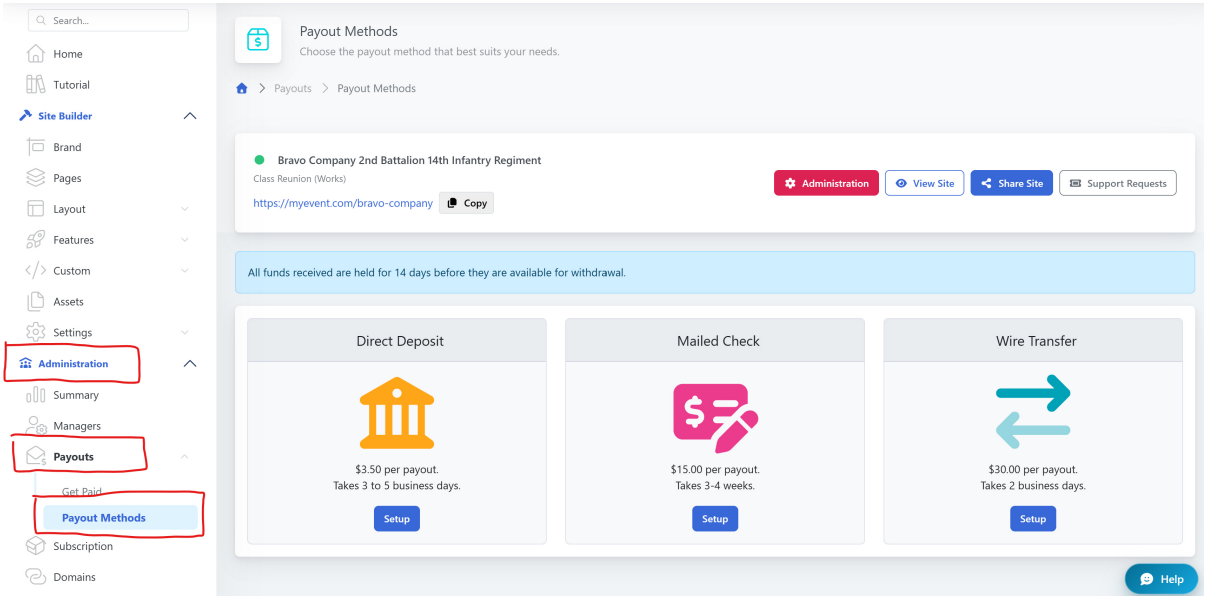
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The payout is the most exciting part of Fundraising!

Only the website owner can request a payout and set up a payout method. Managers will need to contact the owner to complete this step on their behalf.

Step 1) Set up your payout method

Go to **Administration → Payouts → Payout Methods**.



Step 2) Get paid

Go to **Administration → Payouts → Get Paid** and click the **Pay me Now** button to request your payout.

Some of your funds are/may be on hold. **For fraud prevention purposes, each transaction is subject to a 14-day hold period (or 10 business days)**.

That gives the credit card holder enough time to see their statement and the transaction(s) they made on your site. Occasionally, donors forget they made a donation (or another spouse checks the

statement and does not recognize the charge) and then files a chargeback on the transaction, so the hold period exists to try to avoid that.

The easiest way to tell when funds become available for payout, is to go to **Reports → E-Commerce → Transactions** in your Dashboard, look at the first entry (it's automatically sorted by newest to oldest), and add 14 days to the Date column.