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## Set-up Instructions for My HuTerra

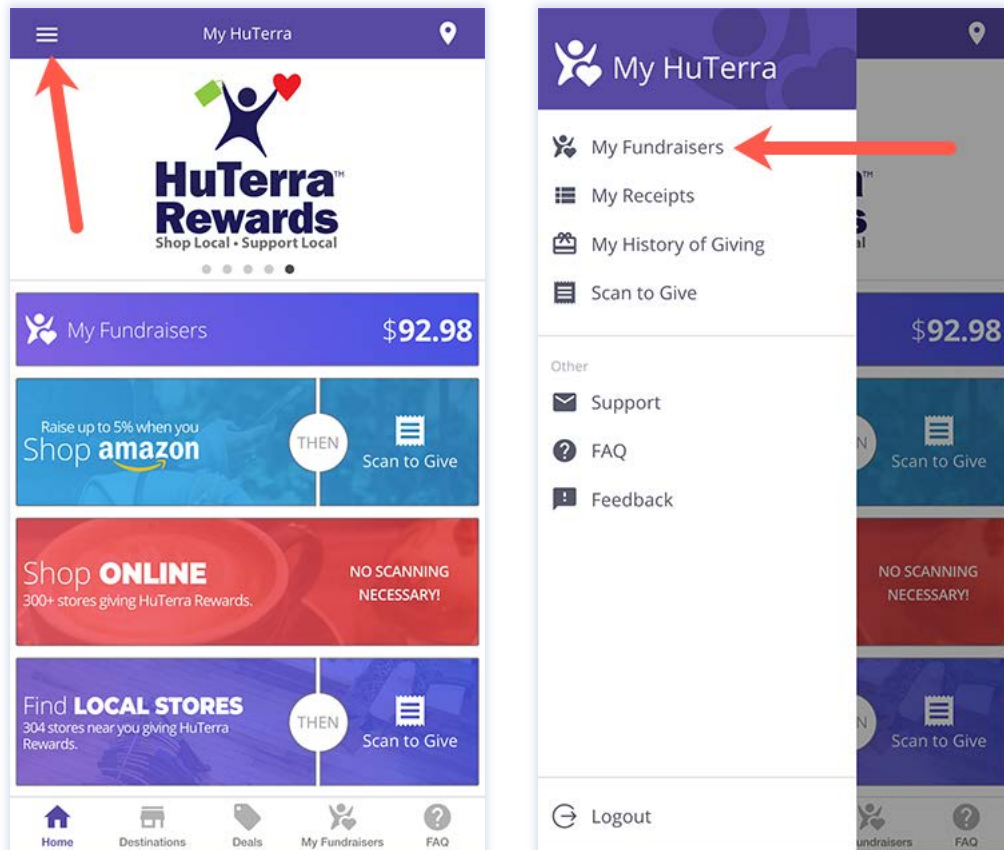
1. Your first step should be to download the “My HuTerra” app.



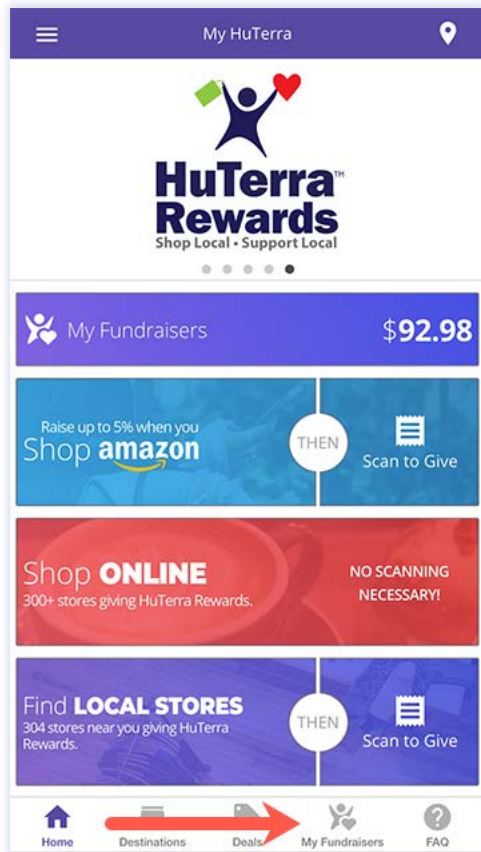
2. Once downloaded, you’ll create your account by providing the following pieces of information: First name, last name, zip code, username, email, and password. You’ll be asked to read and accept the terms of use. Once you’ve completed each of these items, you’ll click the “Sign Up” button.



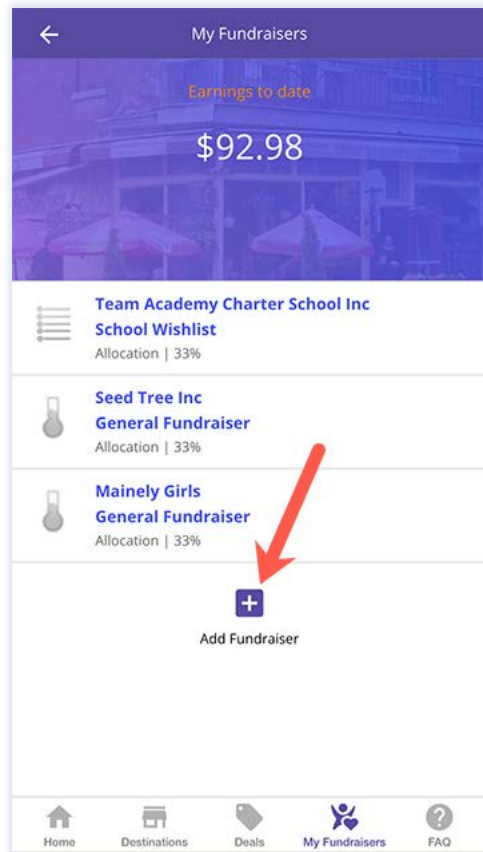
3. Now it's time to select your fundraiser so you can start earning rewards for your favorite cause! You can get there one of two ways:
  - a. Tap the menu in the upper, left-hand corner of the home screen then tap "My Fundraisers".



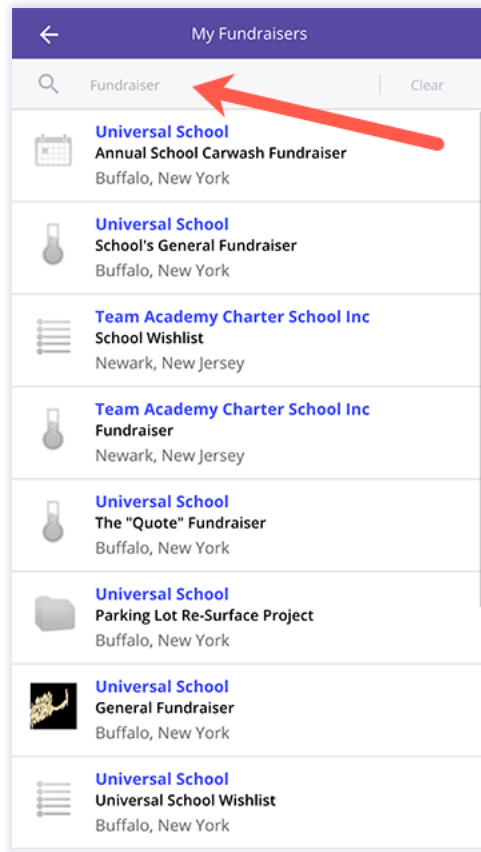
- b. Tap the "My Fundraisers" button at the bottom of the home screen.



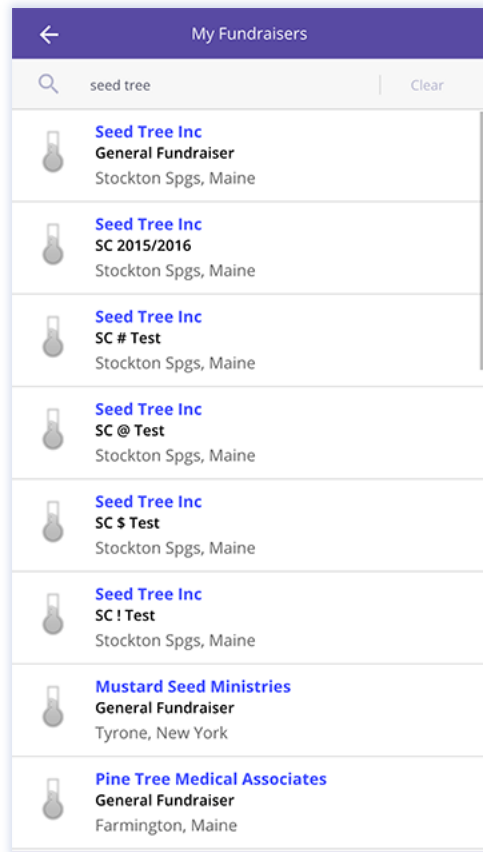
4. Tap "Add Fundraiser".



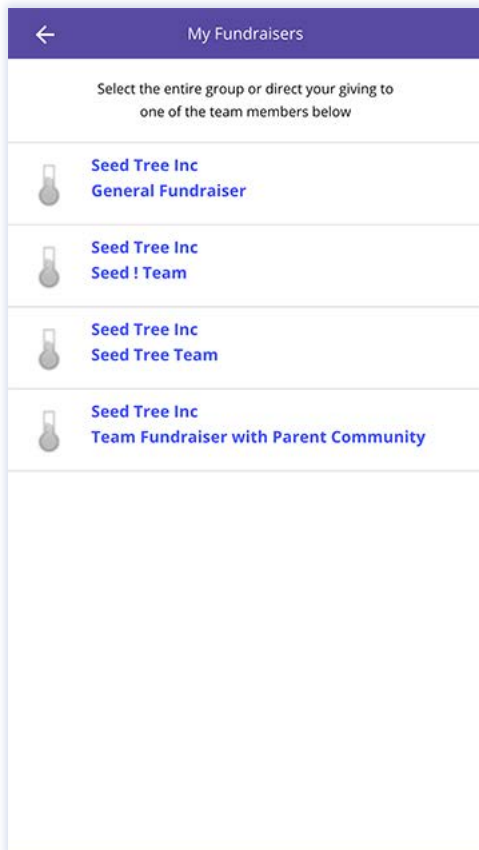
5. The My Fundraiser Search Page will open, which will allow you to find and select your fundraiser by typing in **[insert nonprofit community name]** and tapping return.



6. Select your chosen fundraiser from the list.



- a. If you have a team fundraiser, you'll then select the team and/or individual team member you are raising funds for from the list provided.



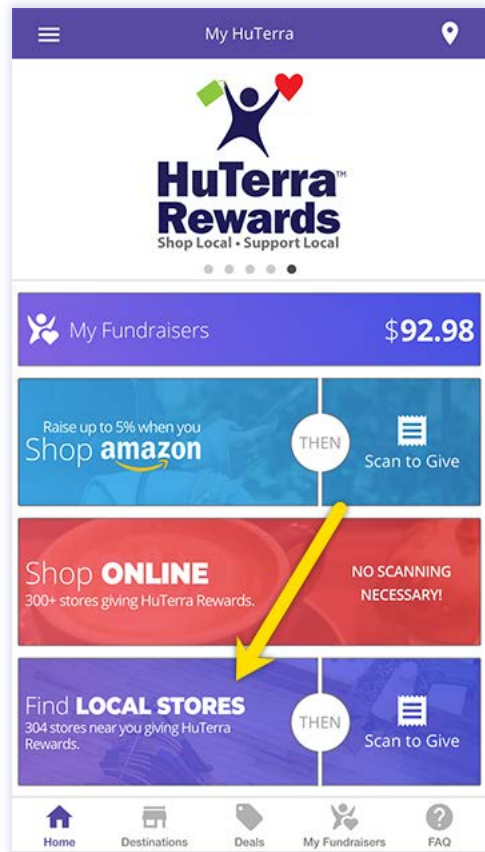
7. Congrats! You are now ready to start shopping and RaisingUp HuTerra Rewards for your cause!

## Earning HuTerra Rewards

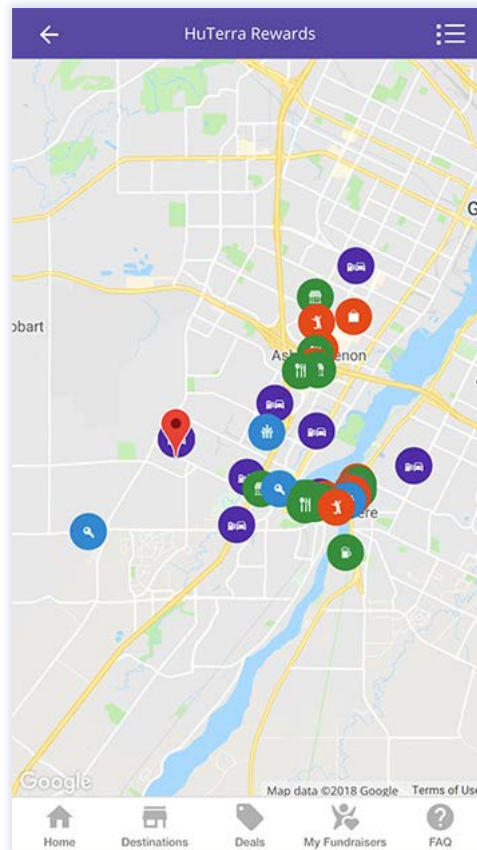
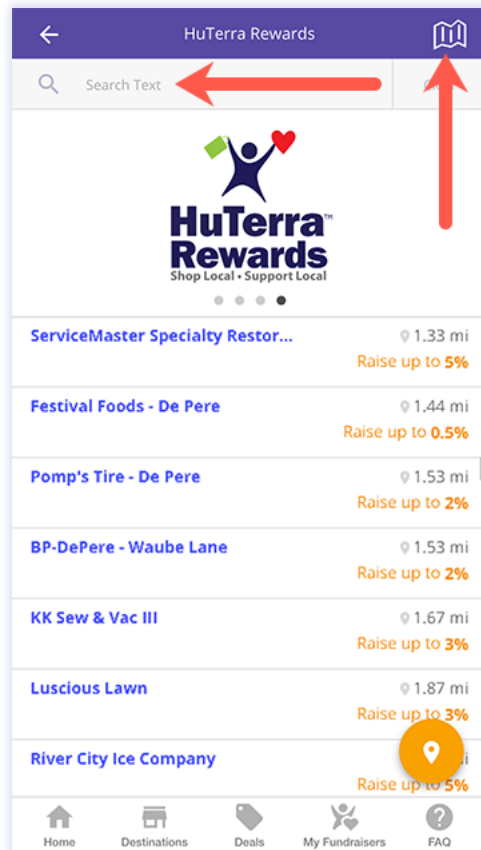
### Earning HuTerra Rewards with Local Stores

1. From the homepage, you can find local businesses giving rewards by tapping the left-hand side "Find Local Stores" card at the bottom of the screen.

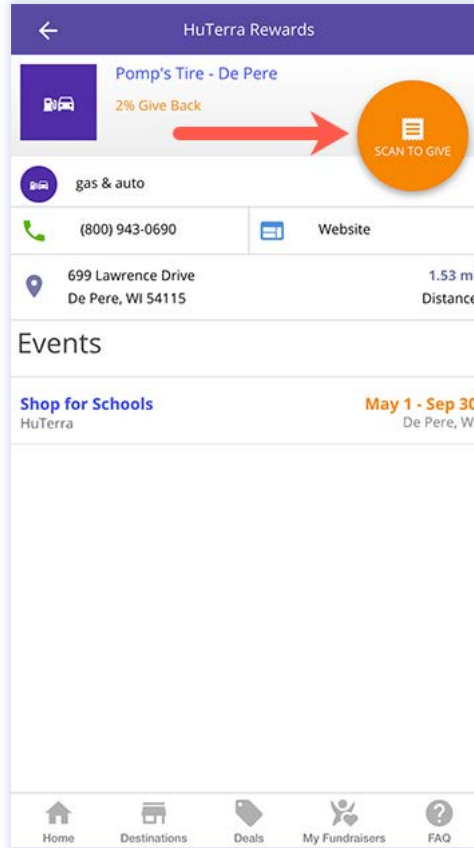




2. A list of businesses will be displayed. The list is displayed by distance based on your current location. You can either browse the current list shown or search for a specific business by selecting the search bar at the top of the screen and entering your search criteria on the “HuTerra Reward Search Page” and tapping return once you’ve entered your criteria. You can also display a map of your area by pressing the map icon in the upper right-hand corner of the list page.



- Once you've finished shopping, it's time to scan (take a picture) of your receipt. You'll start by selecting the business from the HuTerra Rewards List page. From there, you'll be taken to the business detail page where you'll press the "Scan to Give" button. From there, you'll enter the amount of your purchase and scan (take a photo or choose an existing photo) your receipt. HuTerra verifies your purchase and adds the HuTerra Rewards earned to your account.





← Scan to Give

First, select a business:

✓ Pomp's Tire - De Pere - 699 Lawrence Drive De Per...

Enter the receipt total, not including any tips.

Enter Receipt Total 1

Finally, take or upload a picture of your receipt before you submit.

Take Photo

OR

Choose Photo 2

← Scan to Give

First, select a business:

✓ Pomp's Tire - De Pere - 699 Lawrence Drive De Per...

Enter the receipt total, not including any tips.

✓ \$32.18

Finally, take or upload a picture of your receipt before you submit.

Take Photo

OR

Choose Photo

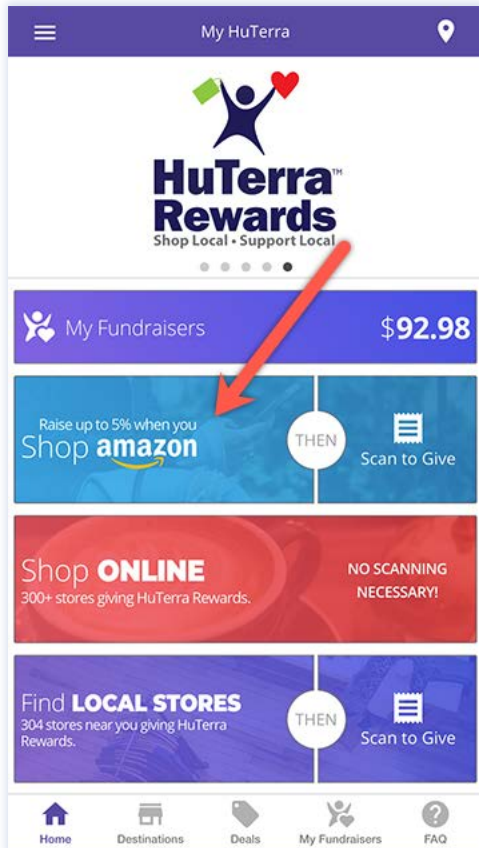
Submit

- a. **Hint:** For longer receipts, fold them over in the middle so that the business name, address, date/timestamp and total are still visible when scanned.



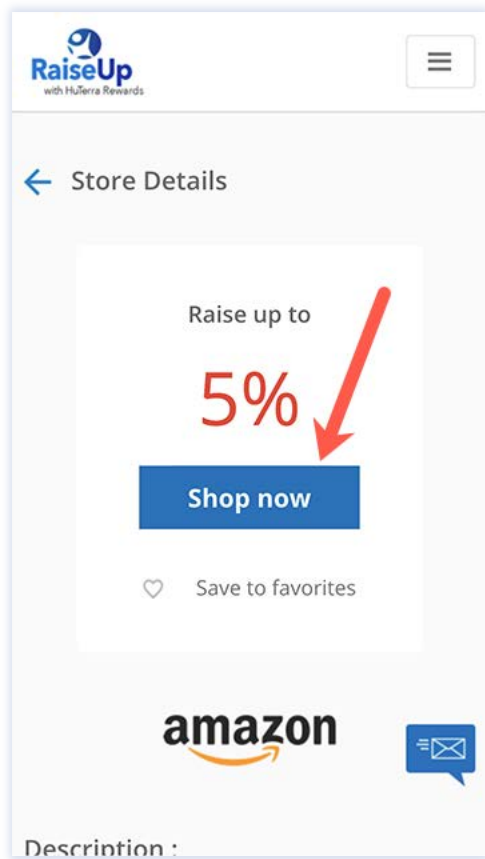
## Earning HuTerra Rewards with Amazon **\*NEW\***

1. From the homepage, tap on the left-hand side of "Shop Amazon". It will take you to the Amazon page in RaiseUp.





2. Tap the "Shop Now" button.



3. Shop Amazon as you normally would.

4. After checkout, **TAKE A SCREENSHOT OF YOUR AMAZON ORDER SCREEN**. Make sure it includes items, total spent, and the date.

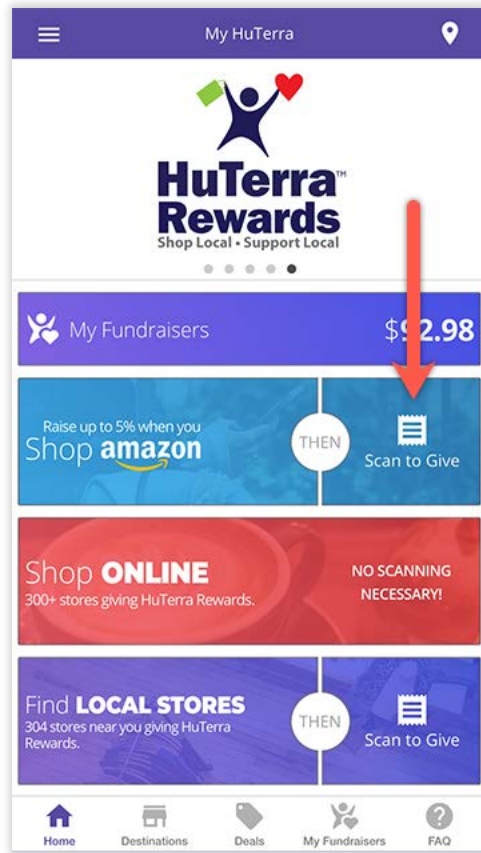
a. Taking screenshots is different for different phones. Below are a few common methods used to take screenshots. If the below methods do not work, please consult your phone's manual.

- iPhone
  - **iPhone X/XS/XS Max**: Hold **power** button and **volume up** button at the same time.
  - **iPhone 8/8+ and earlier**: Hold **power** button and **home** button at the same time.
- Android
  - **Samsung Galaxy S7 and earlier**: Hold **power** button and **home** button at the same time.
  - **Most other Android phones**: Hold **power** button and **volume down** button at the same time.

5. Reopen the My HuTerra app.



6. Tap the "Scan to Give" button on the right-hand side of the "Shop Amazon" card.







7. Enter the amount of your purchase and tap the "Choose Photo" button to select the screenshot of your Amazon purchase.

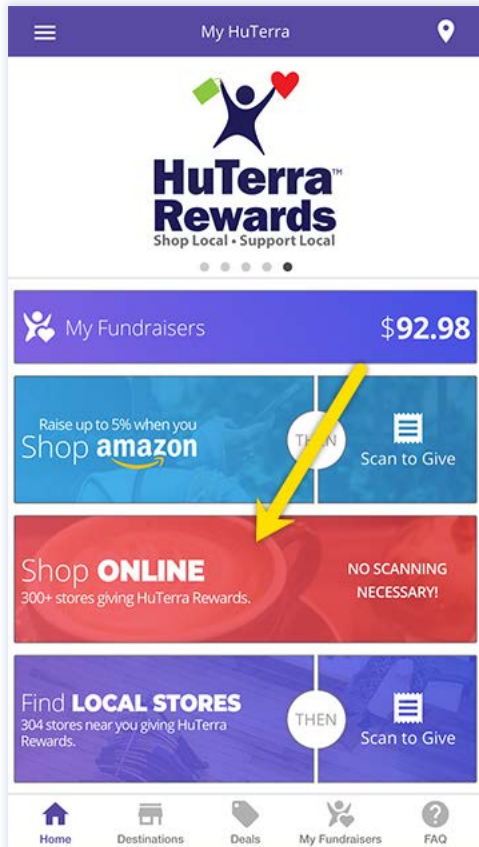
The image displays two sequential screenshots of the 'Scan to Give' mobile application interface. Both screens have a purple header with a back arrow and the text 'Scan to Give'.  
The left screenshot shows the initial setup: 'First, select a business:' with 'Amazon - Seattle WA 98101' selected. Below, it prompts to 'Enter the receipt total, not including any tips.' with a text input field labeled 'Enter Receipt Total' (marked with a red circle '1'). It then says 'Finally, take or upload a picture of your receipt before you submit.' with two options: 'Take Photo' and 'Choose Photo' (marked with a red circle '2').  
The right screenshot shows the next step: the receipt total is entered as '\$32.18'. The 'Choose Photo' option is selected, indicated by a red arrow. A 'Submit' button is visible at the bottom.

8. That's it! Any HuTerra Rewards earned will be added to your account after HuTerra verifies your purchase.

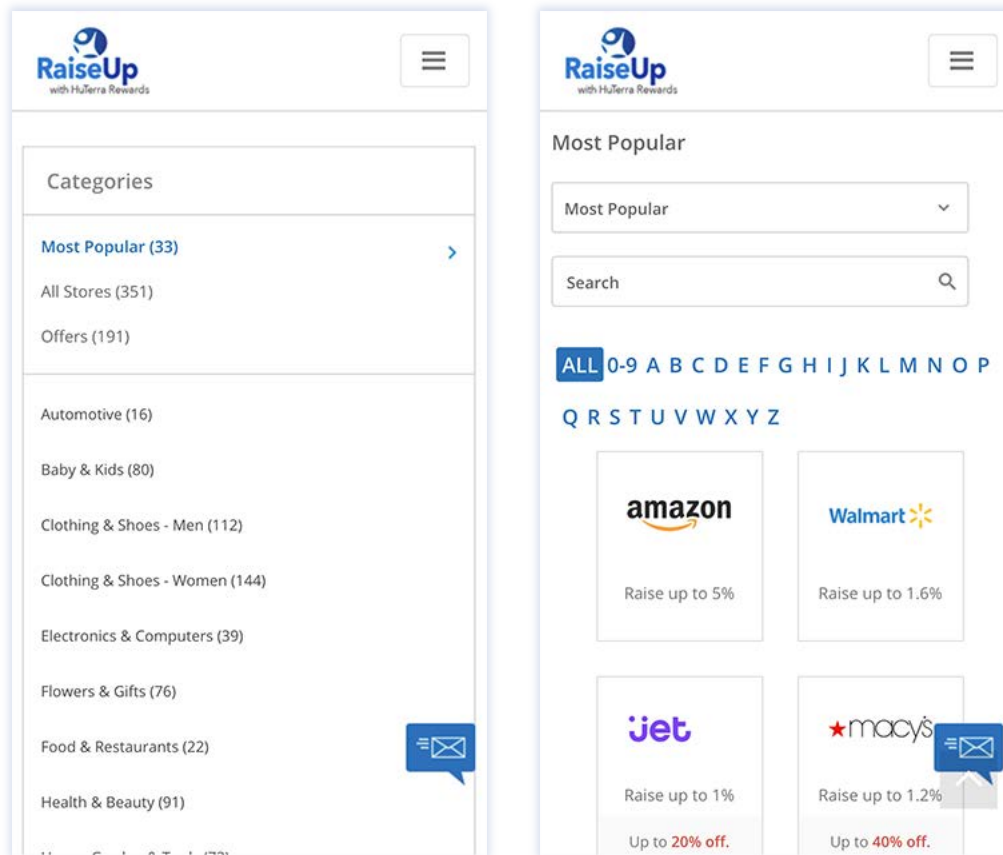


## Earning HuTerra Rewards by Shopping Online **\*NEW\***

1. From the homepage, tap on "Shop Online". It will take you to the shopping page in RaiseUp.



2. Scroll down and tap any store you'd like to shop at. By default, the most popular stores are shown, but you can also view all stores, filter by category, and search for a specific store.



3. Shop as you normally would.
4. That's it! Any HuTerra rewards earned will be automatically added to your account.

## Tracking Your Receipts

1. All your receipts are stored within the app. To access any previously submitted receipt from the Home screen, you'll open the menu (found in the upper, left-hand corner of the app) and select "My Receipts". To see the scan (picture) of the receipt, just tap the line item.



My HuTerra

My Fundraisers

My Receipts

My History of Giving

Scan to Give

Other

Support

FAQ

Feedback

Logout

\$92.98

Scan to Give

NO SCANNING NECESSARY!

Scan to Give

Fundraisers

FAQ

My Receipts		
BP - Wausaukee		
828 Main Street, Wausaukee, WI		
scan date		amount
Oct 12, 2018		\$9.99
Solar Oasis		
310 N. Wisconsin Street Ste. B, De Pere, WI		
scan date	receipt date	amount
Oct 12, 2018	Sep 28, 2018	\$86.29
WG&R Furniture - Green Bay		
800 Hansen Rd., Green Bay, WI		
scan date		amount
Oct 12, 2018		\$372.19
KK Sew & Vac III		
815 Main Avenue, De Pere, WI		
scan date	receipt date	amount
Oct 12, 2018	Aug 8, 2018	\$12.34
Pizzaland		
500 W Main, De Pere, WI		
scan date	receipt date	amount
Oct 12, 2018	Oct 8, 2018	\$12.72
BP - Wausaukee		
828 Main Street, Wausaukee, WI		
scan date	receipt date	amount
Oct 12, 2018	Oct 8, 2018	\$91.77
BP - Wausaukee		
828 Main Street, Wausaukee, WI		
scan date	receipt date	amount



## History of Giving

All of your earnings-to-date are tracked within the app. Those can be found within the My History of Giving section of the app. Here you'll find your overall earnings to date, as well as a break out per fundraiser. Note: You can have up to 5 fundraisers selected at one time.

1. Select the menu in the upper, left-hand corner of the app. Tap, "My History of Giving". This will bring you to the History of Giving Details Page where you'll find your earnings-to-date for all your fundraisers combined, as well as a break out, per fundraiser.

