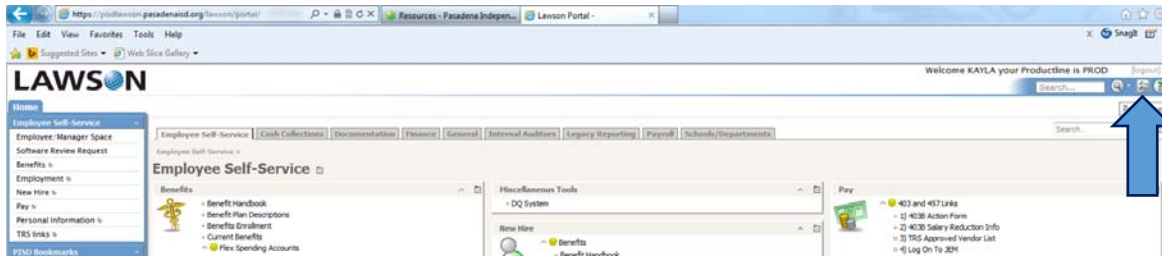


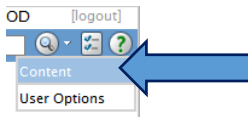
# Accessing the Cash Collection System in Lawson

Login to the **Lawson Portal**

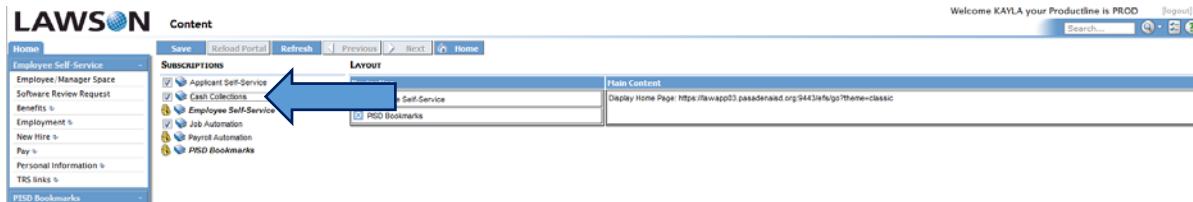
Locate and select the **Preferences** icon under the logout button (Grey box with two little blue check marks)



Click the **Content** button that appears



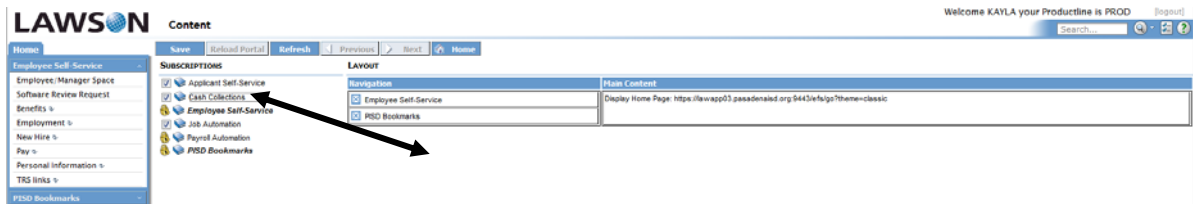
Locate **Cash Collections** under Subscriptions



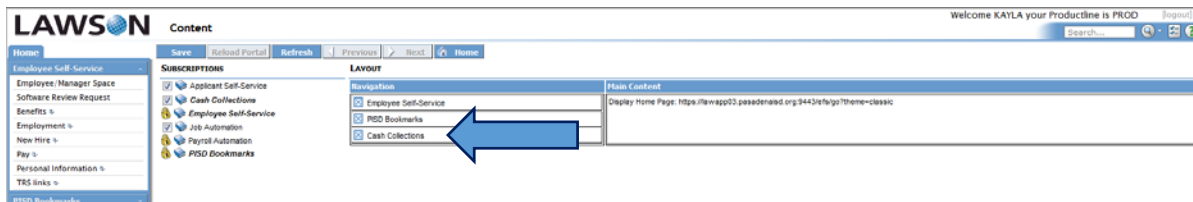
Place your cursor in the middle of the word cash collections



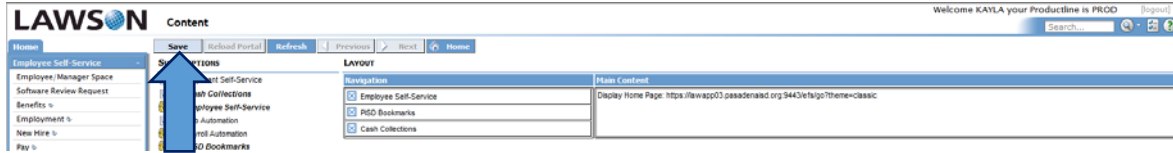
**Double Click** or **Drag and Drop** the word cash collection under the **Layout/Navigation** pane



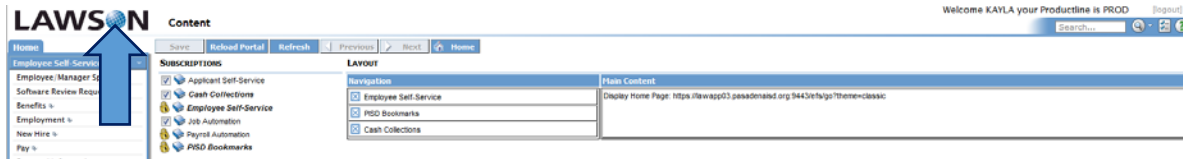
Once you see **Cash Collections** under the **Navigation Pane** you have completed this step correctly



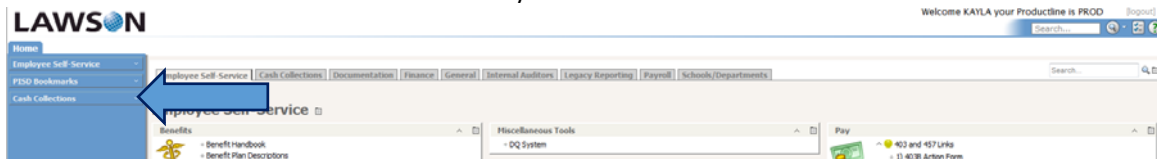
Click **Save** under the Content button at the top of the screen.



Click the O or globe in the word Lawson in the top left hand corner to refresh the page



You should now see Cash Collections as one of your shortcuts on the left hand side of the screen in the blue bar



Select the blue word **Cash Collections**

Select the grey drop down **Cash Collections** box

**You may get a pop up when you do this.**

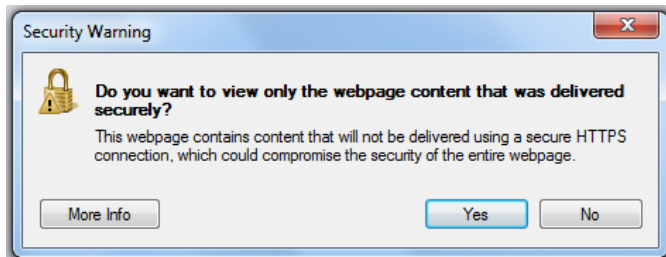
One of the pop ups will appear across bottom of the screen and you will have to select **Show All Content**

You may have to go back and select the blue Cash Collections word and the drop down white Cash Collections word in order to get into the correct page.



Another pop up could appear in the middle of the screen in a **Yes/No** question – You must select No.

If you click Yes you will have to select the globe in the word Lawson and refresh the page in order to proceed.



When you reach the main page of the cash collection system you will see your name with a Fundraiser Calendar and some blue options that look similar to the picture shown to the left.

