

## Existing Donors – Set Up an Online Account

### Important!

You must know your AD# and have a valid email address on your account before you can activate your online donor account.

If you do not know which email you have on file with **UCATS** and/or do not know your AD#, please call our office at (513) 556-4884. You may also email **UCATS** at UCATS@uc.edu.

- To begin, go to: <https://bearcats.donornetpac.com>.
- Click on **Sign up for a new account**.

**UCATS** *Making a Difference*

**DonorNet Menu**

- Sign In
- Sign up for an account
- Forgot Password
- Bearcat Athletics

**DonorNet - Sign In** Please [sign in](#)

**Username:**

**Password:**

First time here? [Sign up for a new account](#)  
[I forgot my password](#)

**Returning UCATS Members:** Your username and password for this site match the previous UCATS site. If you encounter difficulty logging in, please contact our office at 513-556-4884 or [ucats@uc.edu](mailto:ucats@uc.edu).

Thank You!

- Click on I am a current Donor.

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**DonorNet - Sign up for a new account** Please [sign in](#)

**Sign up for a new account**

Create an account with DonorNet! As a member of DonorNet you'll enjoy the following benefits:

- View/Renew your Donations
- Submit New/Additional Donations
- View/Update Your Account Information
- Setup a Payment Schedule

To begin, please choose from one of the following options:

[I am a Current Donor](#) [I want to become a Donor](#)

- Next, you will be prompted for your AD/Donor Number and email address.
- Enter these and click **Submit**.

- You will receive the following message and need to check your email to verify your email address before you may begin using your online account.

- In your email, there will be a link to click on. Follow the instructions and you should then be able to choose your username and password.
- Then click **Submit**.

- You should then receive a message that your account has been successfully created.
- Now click on the link to view your account.

**UCATS** *Making a Difference*

**DonorNet Menu**

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**DonorNet - Account activated successfully** Please [sign in](#)

Your account has been activated successfully.

[Click here to view your account.](#)

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- Your online **UCATS** account is now set up, ready for your use.

**UCATS** *Making a Difference*

**DonorNet Menu**

- Your Account
- Pay/Renew Donation
- Change/Submit New Donation
- Change Your Password
- Contact Us
- Sign Out
- Bearcat Athletics

**DonorNet - Your Account** You are signed in as: UCATS01

**Account Information** [Edit](#)

**AD/Donor Number:** 66

**Account:** Bearcat, Betty

**Name:** Betty Bearcat

**Company:** University of Cincinnati Athletics

**Address:** PO Box 210021  
Cincinnati, OH 45221

**Home Phone:** (513) 556-4884

**Business Phone:** (513) 556-4884

**Fax:**

**Mobile Phone:**

**Email:** UCATS@uc.edu

**Ticket Number:**

**FB/MBB Rankings:**

**Priority Point Rank:** 0 of 0

**Priority Points:** 0.0000 [\(Details\)](#)

[Complete Donation Summary](#) || [Complete Transaction History](#)

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**Now you can:**

- Manage your account
- Pay/Renew Donation
- Change/Submit New Donation

## Managing Your Account

- Below is an example of the home page for an online account
- From here you can:
  - Submit a new pledge
  - Pay or increase your current pledge
  - Change your address or phone numbers
  - View your giving history
  - View your priority points and rank

**UCATS** *Making a Difference*

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- Sign Out
- Bearcat Athletics

**DonorNet - Your Account** You are signed in as: UCATS01

**Account Information** [Edit](#)

**AD/Donor Number:** 66  
**Account:** Bearcat, Betty  
**Name:** Betty Bearcat  
**Company:** University of Cincinnati Athletics  
**Address:** PO Box 210021  
Cincinnati, OH 45221  
**Home Phone:** (513) 556-4884  
**Business Phone:** (513) 556-4884  
**Fax:**  
**Mobile Phone:**  
**Email:** UCATS@uc.edu  
**Ticket Number:**  
**FB/MBB Rankings:**  
**Priority Point Rank:** 0 of 0  
**Priority Points:** 0.0000 [\(Details\)](#)

[Complete Donation Summary](#) || [Complete Transaction History](#)

Click here to change your address or phone number(s)

This option will list your total giving by drive year, not broken down by allocation.

This option will list every transaction on your account. This includes pledges, payments, matching gifts and gifts-in-kind.

**Your Account** – This will always take you back to your main/home account screen.

**Pay/Renew Donation** – This option allows you to pay current outstanding pledge balances. You cannot submit a new donation with this link.

**Change/Submit New Donation** – This is where you go to submit a new donation or increase your current giving.



## Change/Submit New Donation

- To donate online when you do not have an existing pledge with **UCATS**, you must first select “Change/Submit New Donation”.

The screenshot shows the UCATS DonorNet interface. At the top left is the UCATS logo with the tagline "Making a Difference". The page title is "DonorNet - Your Account" and it indicates the user is signed in as UCATS01. On the left is a "DonorNet Menu" with several options: "Your Account", "Pay/Renew Donation", "Change/Submit New Donation" (circled in green), "Change your Password", "Contact Us", "Sign Out", and "Bearcat Athletics". The main content area is titled "Account Information" and includes an "Edit" link. The account details are as follows:

- AD/Donor Number: 66
- Account Name: Bearcat, Betty
- Company: University of Cincinnati Athletics
- Address: PO Box 210021, Cincinnati, OH 45221
- Home Phone: (513) 556-4884
- Business Phone: (513) 556-4884
- Fax: (513) 556-4884
- Mobile Phone: (513) 556-4884
- Email: UCATS@uc.edu
- Ticket Number: (blank)
- FB/MBB Rankings: (blank)
- Priority Point Rank: 0 of 0
- Priority Points: 0.0000 (Details)

At the bottom of the account information section are links for "Complete Donation Summary" and "Complete Transaction History".

- After setting up your pledge, you may choose to pay it now, or log back in and pay it at a later date.
- First, click on: Change/Submit New Donation.
- Select your donation of choice and enter the amount you wish to donate.
  - For season ticket requirements, please select “**UCATS** General Fund/Season Ticket Requirement”

The screenshot shows the UCATS DonorNet interface for the "Change/Submit New Donation" process. The page title is "DonorNet - Change/Submit New Donation" and it indicates the user is signed in as UCATS01. On the left is a "DonorNet Menu" with several options: "Your Account", "Pay/Renew Donation", "Change/Submit New Donation" (highlighted), "Change Your Password", "Contact Us", "Sign Out", and "Bearcat Athletics". The main content area is titled "Pledge Information" and includes a "Submit Pledge" button. The pledge details are as follows:


- Pledge Category: \*UCATS General Fund/Season Ticket Requirement (dropdown menu) [UCATS Membership Guide](#)
- Amount: 100 (input field)

Below the pledge information, there is a note: "Once your pledge has been entered, please go to Pay/Renew Donation link to the left to make a payment." and another note: "Note: Only 1/4 of your total UCATS General Fund pledge is due at this time and all payments are non-refundable." A "Season Ticket Holders" note states: "Minimum obligation of your UCATS General Fund pledge must be paid prior to the distribution of tickets (Football 8/1, Men's Basketball 10/1)".

- Then, you may choose to “Pay this pledge now”, or “Submit Pledge” and pay it later.
- If you choose to pay now, you may choose to use a credit card (Visa, MasterCard, AMEX, Discover)
- When you are ready to pay your pledge, please see Pay/Renew Donation.

## Paying With Credit Card

- To pay with credit card, select payment method as Credit Card and fill out all information.
- Then click “Process Payment.”



# Making a Difference

**DonorNet Menu**

- Your Account
- Pay/Renew Donation**
- Change/Submit New Donation
- Change Your Password
- Contact Us
- Sign Out
- Bearcat Athletics

**DonorNet - Pay/Renew Donation** You are signed in as: UCATS01

**Donation Summary**

Year	Allocation	Pledge Amount	Amount Paid	Balance Due	Payment Amount
2008	*UCATS General Fund/Season Ticket Requirement	\$100.00	\$0.00	\$100.00	\$100.00
<b>Grand Totals</b>		<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$0.00</b>

[Clear All Amounts](#) [Pay All Balances](#)

**Note:** Amounts do not include matching gift transactions.

**Attention Season Ticketholders:**  
Minimum obligation of your UCATS General Fund pledge must be paid prior to the distribution of tickets (Football 8/1, Men's Basketball 10/1)

\*Payments are Non-Refundable

**Enter Payment Information**

**Payment method:**

**Credit Card Type:**

**Credit card number:**

**Expiration date:**  /


**Name on card:**

**Billing address:**

**City, State, Zip:**

**Note:** You will have a chance to review your payment before it is final.

- Now, review your payment information and click on “Confirm Payment” to complete your donation.



# Making a Difference

**DonorNet Menu**

- Your Account
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- Change/Submit New Donation
- Change Your Password
- Contact Us
- Sign Out
- Bearcat Athletics

**DonorNet - Make A Payment** You are signed in as: UCATS01

**Please Confirm Your Payment**

**Payment Method:** Credit Card  
**Credit Card Type:** American Express  
**Credit Card Number:** \*\*\*\* \* 1234  
**Expiration:** 11/2008  
**Billing address:** Betty Bearcat  
PO Box 210021  
Cincinnati, OH 45221

**Payments**

Year	Allocation	Current Balance	Payment Amount	New Balance
2008	*UCATS General Fund/Season Ticket Requirement	\$100.00	\$100.00	\$0.00
<b>Grand Total</b>		<b>\$100.00</b>	<b>\$100.00</b>	<b>\$0.00</b>

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## Pay/Renew Donation

- You can only use this option if you have an existing and unpaid pledge with UCATS.
- First, you must log in at: <https://bearcats.donornetpac.com>
- Your outstanding pledge balance will show up on your main/home page.
- To make a payment, click on: Pay/Renew Donation

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**Home Phone:** (513) 556-4884

**Business Phone:** (513) 556-4884

**Fax:**

**Mobile Phone:**

**Email:** UCATS@uc.edu

**Ticket Number:**

**FB/MBB Rankings:**


**Priority Point Rank:** 0 of 0

**Priority Points:** 0.0000 [\(Details\)](#)

[Complete Donation Summary](#) || [Complete Transaction History](#)

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- Enter the amount you would like to pay.



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**DonorNet - Pay/Renew Donation** You are signed in as: UCATS01

**Donation Summary**

Year	Allocation	Pledge Amount	Amount Paid	Balance Due	Payment Amount
2008	*UCATS General Fund/Season Ticket Requirement	\$100.00	\$0.00	\$100.00	\$100.00
<b>Grand Totals</b>		<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$0.00</b>

[Clear All Amounts](#)   [Pay All Balances](#)

**Note:** Amounts do not include matching gift transactions.

**Attention Season Ticketholders:**  
Minimum obligation of your UCATS General Fund pledge must be paid prior to the distribution of tickets (Football 8/1, Men's Basketball 10/1)

\*Payments are Non-Refundable

**Enter Payment Information**

**Payment method:**

**Credit Card Type:**

**Credit card number:**

**Expiration date:**  /

**Name on card:**

**Billing address:**

**City, State, Zip:**

**Note:** You will have a chance to review your payment before it is final.

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- UCATS accepts: Visa, MasterCard, AmEx and Discover.
- Now click on “Process Payment”.