Online Contribution System
Brief Navigation Guide

7 Sections of the Dashboard

1. **Primary Donor** at the top-right corner of the screen. For most users this will only display your name. If you are an LSA member, a Local Treasurer or an RBC Treasurer, you can use a drop-down menu here to select the role in which you will work with OCS.
2. **Menu (Main)** at the top-left corner of the screen. Click on the 3 stacked-up short lines to access all options available to your current role.
3. **National Bahá'í Fund** progress chart, updated in real time.
4. **Personal Goal Progress and Goal Setting Tools** for tracking your individual or community giving.
5. **Upcoming Contributions** with a listing of the contributions scheduled to come up soon, as well as a view of processed transactions/receipts.
6. **My Quick Links** showing easy and quick ways to get to the most frequently used options.
7. **Passages and Stories** with a regularly updated collection of inspirational passages and stories about giving to the Fund.

Important:
The two pillars of OCS navigation are
"Primary Donor (Role)" and "Main Menu".
If you change your role the Main Menu
adapts and displays relevant options.

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Log in to OCS	The Online Contribution System uses the standard login credential known as BOSA (Bahá'í Online Services Account). This is the same credential as friends in the United States can use to log in to the national member services website (Bahai.us) or the Online Balloting System (OBS). If you cannot log in, simply, on the login page, click on "Forgot Password" or "Create Account" to address any issues you may have with the Bahá'í Online Services Account. The account is created and managed through the Membership System. Here is the link to OCS: Login to OCS
Earmarking Local Fund	Offering earmarking for a local fund is optional and is at the discretion of each Local Spiritual Assembly. To find out if your locality offers earmarking, simply select the local fund of your choice and see if it shows an "earmark" designation.
Making a Contribution	There are **five simple steps** to make a One-Time or Continuing contribution. 1. Select any funds you wish to contribute to and specify an amount for each 2. Include one or more individuals as donors (optional) 3. Select the contribution type (One-time, Continuing, In-Honor/In Memory) 4. Select payment method by which you wish to pay for your contribution 5. Confirm and submit
Generating Reports	The following reports are available in the "Report Center". 1. Contribution Listing 2. Contribution Summary 3. Contribution Details 4. Contributions (Made) on My Behalf 5. Alerted Contributions 6. Tax Report All reports can be generated as a PDF or as an Excel file, either of which can be printed and/or saved for future use. To see more detail about a report, simply hover your mouse over a report icon in the "Report Center".
Contacting Support for Assistance	For assistance, please contact the OCS support team via chat by clicking on its icon as it appears on the lower-right side of every screen in OCS. While this option is available for a limited time, it is the preferred and recommended way to contact the support team. You may also contact the Office of the Treasurer at the Bahá'í National Center by calling 847-733-7979 or by emailing OCSSupport@usbnc.org during regular business hours (Monday–Friday 8:30 a.m. to 5:30 p.m. Central Time). Additionally, for a comprehensive User Guide and Training Video, please visit: OCS User Guides and Videos