

## How to Access Ministry Special Events Report

Federated Health Charities (FHC) has migrated to a new IT platform for special event payments. This platform will eliminate processing fees and allow each campaign treasurer to view the details of campaign special events payments.

Treasurers will be granted access to Zeffy.com to see ministry special event payment information. Additional parties may be granted access to, please email [federated.health.charities@ontario.ca](mailto:federated.health.charities@ontario.ca) to request access.

### To set up access:

**Step 1:** Receive email from Zeffy ([contact@email.zeffy.com](mailto:contact@email.zeffy.com)) and select “Accept Invitation”.

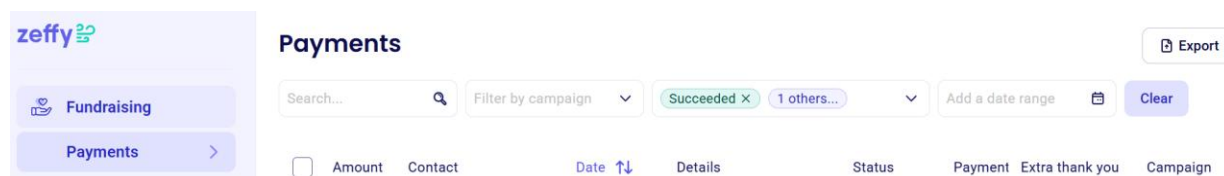


**Step 2:** Follow Zeffy's instructions to set up account.

### To view/access special events payment detail:

**Step 1:** Login to Zeffy.com

**Step 2:** Select “Payments” tab from left side menu.



**Step 3:** From this page a) View payment details for specific campaign special events, b) Search specific date ranges, individual names or by amount, c) Export data (by selecting the Export button on the right) to create an excel spreadsheet.