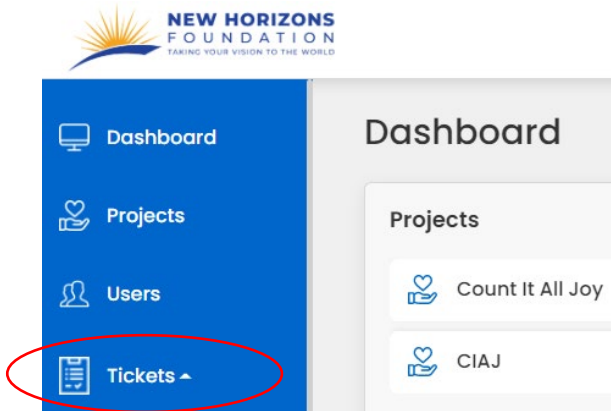
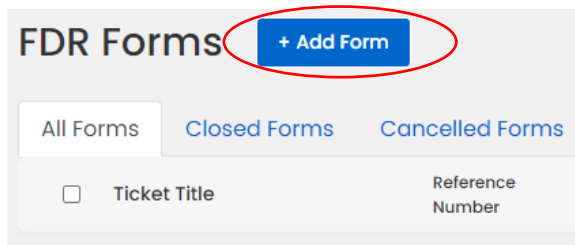


## FDR to Wire Funds to Foreign Organization

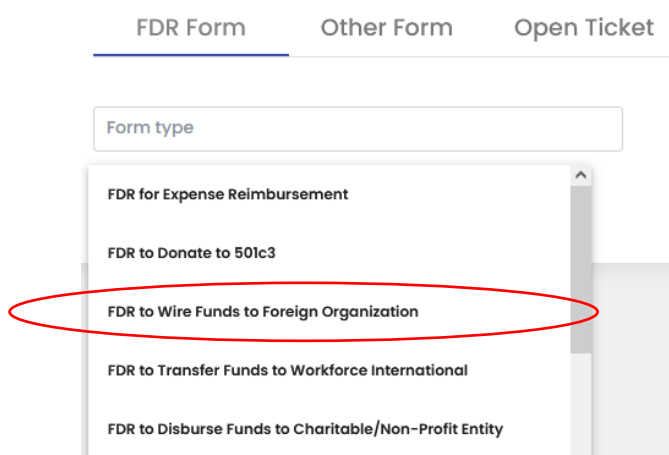
1. Starting from your Project Manager Dashboard, press “Tickets” on the left side of the page.



2. The “Tickets” button will provide a drop-down menu. Press “FDR Forms” from the list.
3. Press the blue “+ Add Form” button.



4. Press the “Form Type” box. A drop-down menu will appear. Click “FDR to Wire Funds to Foreign Organization.”



5. Now that you are on the correct form, fill out the “Project Details.”
6. When asked if this FDR is “Anonymous”, you will mostly select, “No”.

7. In the “Current Community Impact” section, please provide a hearty description of what charitable activities your project is currently doing.

🔍 Current Community Impact\*

- Our auditors use these sections to determine a project’s active status, so it’s vital that there is plenty of relevant information.
8. In the “Foreign Organization or Individual Details” fill out the information of the organization you will be paying.
    - In the “Payable To” section, you will put the name of the person or entity we’re sending money to.

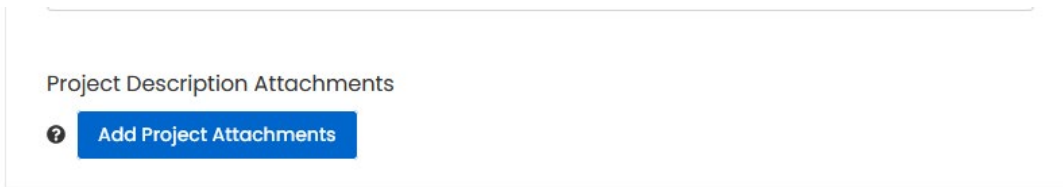
Foreign Organization or Individual Details

🔍 Payable To\*


9. Fill out the “Bank Information and Wiring Instructions.”
  - Check “Yes” if you have made a transaction to the organization before.
  - Check “No” if you need to provide this information.
10. Complete the “Fund Requested to be Wired” section.
  - If you wish for this transaction to occur on a monthly, recurring basis, please select “yes” and complete the following form.
11. In the “Budget” section you will break down the funds being sent into their appropriate categories.
  - For example, “Item 1” is “sending money to A to purchase construction materials for the new office building.”
12. Click “Next” in the bottom right corner.
13. Complete the “Description of charitable work being done” section. Here, you will provide a hearty description of how sending funds to this person or entity is charitable for your project.
  - For example, “The money being sent to A is for the construction material for the new office building. The office building is

charitable for our project because having this space will allow locals to have a place to work while earning a salary. Our project's goal is to provide employment to the people of A and help them get off the streets."

14. Next, there is a space to "Add Project Attachments".



Project Description Attachments

 [Add Project Attachments](#)

- Here is to upload documents such as
  - i. NGO certificates
  - ii. Wiring instructions
  - iii. Banking information
  - iv. MOU agreements

15. Select "Next"

16. Review your entries.

- At the bottom is a spot to add any "Additional Instructions or Comments"

17. Sign the FDR by typing in your (the project manager ONLY) name.

18. Once you are finished and ready, select the "Submit" button in the bottom right corner.