

## UPR Info's Donation Page Guidelines

This document provides step-by-step guidance to facilitate donations in support of UPR Info. We use [Stripe](#) to manage the [Donation page](#).

This document is divided into two sections:

1. How to make your first donation
2. How to modify or cancel your donation subscription

### 1. How to make your first donation

On our donation page, you will find two donation options:

- **One-time donation:** Make a single contribution to support our work.
- **Monthly Subscription:** Set up a recurring monthly donation to provide ongoing support.

#### One-time donation

- Click the 'Donate now' button.
- This will take you to a new window, where you will see the following information that needs to be filled in:


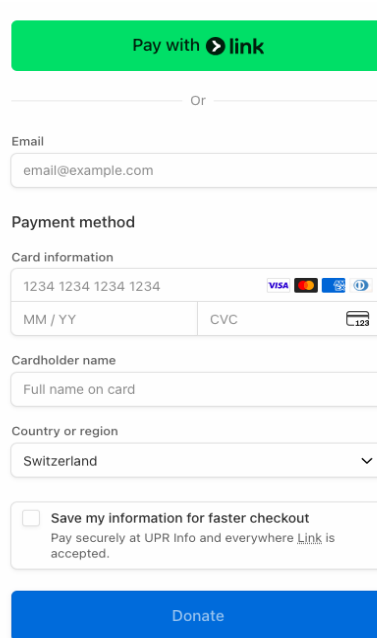



UPR

Your donation to UPR Info

CHF 0.00

Your contribution directly supports our mission to advocate for the promotion of human rights through the Universal Periodic Review (UPR).





Pay with  link


Or

Email  
email@example.com

Payment method

Card information

1234 1234 1234 1234    

MM / YY CVC 

Cardholder name  
Full name on card

Country or region  
Switzerland

Save my information for faster checkout  
Pay securely at UPR Info and everywhere [Link](#) is accepted.

Donate


- On the top left corner, enter the amount you wish to donate.
- On the right side, fill in your payment details and your email.
- Once this is done, Click the **BLUE DONATE** button on the bottom right corner to complete the transaction.

### Monthly subscription

- This function allows for donations of: 20CHF / 50CHF / 100CHF.
- To begin the process, you must click on one of the quantities displayed on the right blue box (Monthly giving).
- Once you have clicked, a new window will open, displaying the following:

UPR

Subscribe to Monthly donation  
**CHF 50.00** per month


 **Monthly donation** CHF 50.00  
Every donation, whatever the amount, contributes to our collective effort to create positive change and strengthen the protection of human rights around the world.  
Billed monthly

Subtotal	CHF 50.00
Tax @	CHF 0.00
<b>Total due today</b>	<b>CHF 50.00</b>

**Pay with card**

Email

**Payment method**

Card information  
1234 1234 1234 1234   
MM / YY  CVC

Cardholder name

Country or region

Save my information for faster checkout  
Pay securely at UPR Info and everywhere [Link](#) is accepted.

I'm purchasing as a business

[Subscribe](#)

- The quantity selected (50.00CHF in this case) will appear on the left.
- The email and payment details, on the right-hand side. Once these have been filled in, along with your email address, you will need to click the **‘SUBSCRIBE’** button to confirm the transaction.

## 2. Changing or cancelling your subscription

After subscribing to donate a certain amount every month, you can cancel it or update it by following these instructions:

1. Check your donation receipt email (on the email, there should be a “Manage my donation” or “Update payment details” link).
2. Following this link, you will be taken to a secure Stripe-hosted customer portal where you can:
  - Change the donation amount



*Promoting human rights through  
the Universal Periodic Review*  
<http://www.upr-info.org>

- Update your bank/card details
- Cancel the recurring donation

If there is no link/portal: Contact the UPR Info directly at [info@upr-info.org](mailto:info@upr-info.org). Our staff will assist you to update the subscription on your behalf.

**Important information about cancelling or updating your subscription:**

If you increase or decrease your amount, or cancel your subscription mid-cycle, you must be aware that some setups apply the new amount on the next billing date. This means there is a possibility you might be charged the original amount once even after modifying your subscription. This, however, is not a guaranteed occurrence. The change might be implemented right away.

**For any question:**

[info@upr-info.org](mailto:info@upr-info.org)

**Thank you!**