



RELIEF CHEST SCHEME E-VOUCHER USER GUIDE

How to request payments to charities from a Relief Chest using our e-voucher service.

Register for an account

Visit reliefchestvoucher.mcf.org.uk and enter your details. Remember, you will need to use the email address you have already given the Relief Chest Scheme, and only the Relief Chest representative can register.

Log in and find your Relief Chest

Visit reliefchestvoucher.mcf.org.uk and enter your login details. A list of Relief Chests for which you are a representative will then be displayed.

Click the Relief Chest for which the voucher is to be created. Click "start new voucher" to begin the process of authorising a payment to a beneficiary.

Start New Vouc	her					
Relief Chest Name: Relief Chest Numb		dge of Happi 2345	ness			
	Find a Charity					*
	Charity Num	ber:				
	Charity Na	me: anim	al sheiter			
		Find	a Charity	Found 13 re	sults	
	Click to Select the	desired Char	rity, or Find	d Again		
	Number Name					
• •	1002198 ANIMA	SHELTER				
	1114853 COUN	'RY HILL ANIM	IAL SHELT	ER		
		UTE ANIMALS				
	1081019 GLOUO CHELT	ESTERSHIRE			OCIATION AND	
	« 1 2 3	4 »				
						Close

	Jser Registration	
tle:	Mr •	
rst Name:	John	
ırname:	Smith	
mail Address:	johnsmith@example.com	
onfirm Email Address:	johnsmith@example.com	
assword:		•
onfirm Password:		
	Register Clear	
		Voucher System Login
		Voucher System Login
	Email Address:	
	Email Address:	Voucher System Login
	Email Address: Password:	
		johnsmith@example.com
L12345 Lodge	Password:	Johnsmith@example.com
L12345 Lodge Show Relief Chest List	Password:	Johnsmith@example.com

Select your chosen charity, Relief Chest, or recognised charitable cause

On the new voucher form, select a registered charity, Relief Chest (for example, a Festival or Provincial RC), or other recognised charitable cause to send funds to by clicking the appropriate tab. This will bring up a window like this.

You can search for your chosen charity by using either their name or their registered charity number. Similarly, a Relief Chest can be searched for by name or number. From the results, click the charity or Relief Chest you would like to select as a beneficiary.

For other recognised charitable causes, you can fill in the details manually.

Select payment amount

The donation amount must be entered in numbers and words.

If appropriate, tick the "please send the payment cheque to me" box. Any comments you have can be entered in the "additional instructions" box.

To move to the next stage, you must confirm that the donation has been approved in open lodge by clicking the box and pressing "save".

Second Signatory Title: Mr ✓ First Name: David Surname: Jones Position: Lodge Almoner Email Address: davidjones@example.com ✓ I confirm that the details of this Voucher are complete and correct. Save Changes Submit Voucher For Approval	•	
Mr First Name: David Surname: Jones Position: Lodge Almoner Email Address: davidjones@example.com	Second Signatory	
Surname: Jones Position: Lodge Almoner Email Address: davidjones@example.com	Title:	Mr 🗸
Position: Lodge Almoner Email Address: davidjones@example.com	First Name:	David
Email Address: davidjones@example.com	Surname:	Jones
☑ I confirm that the details of this Voucher are complete and correct.	Position:	Lodge Almoner
	Email Address:	davidjones@example.com
Source Chapters - Submit Voucher For Approval	☑ I confirm that the details of this	s Voucher are complete and correct.
Save changes Submit voucher For Approvar	Save Changes Submit Vouch	er For Approval

Confirm

A confirmation page will then be displayed and a request to confirm the voucher will be sent to the second signatory's email address. They will have 14 days to confirm their choice.

A second signatory can either confirm or decline a voucher. You will recieve an email letting you know the outcome.

Tip: draft, declined, and un-confirmed vouchers can be withdrawn.

Get in touch

✿ mcf.org.uk/reliefchest
☑ reliefchest@mcf.org.uk
₵ 020 3146 3348

		1 1 A A A A A A A A A A A A A A A A A A
eficiary #1		
Find a Registered Charity	Find a Relief Chest (Provincial/Festival/Other)	Enter Details for Other Charitable Causes
Beneficiary Name:		
Registered Number:		?
		f
Address Line 1:		
Address Line 2:		
Address Line 3:		
Address Line 4:		
Address Line 5:		
Postcode:		
Allocated Amount in Numbers		
Allocated Amount in Words:		2

Tip: Once you have clicked save you can complete the form again to add another beneficiary to the same request.

Add a second signatory

Enter the name and email address of the second signatory. You will need to confirm that the details are correct by ticking the box.

To send the voucher to the second signatory, click "Submit Voucher for Approval".

L12345 Lodge of Happiness

Start New Voucher Show Vouchers in Progress

Show Relief Chest List

Your Voucher has been submitted

The Voucher Number is: 98765 Click here to start another Voucher Click here to see a list of Vouchers in progress Click here to see a list of available Relief Chests

Click here to Log out

Once signed off by the second signatory, your payment request will be processed.