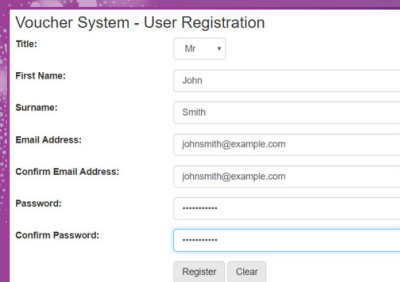


# RELIEF CHEST SCHEME E-VOUCHER USER GUIDE

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

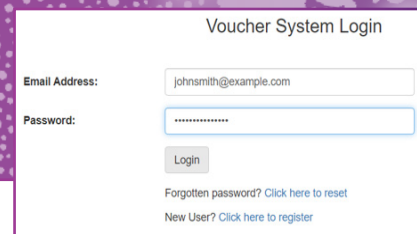
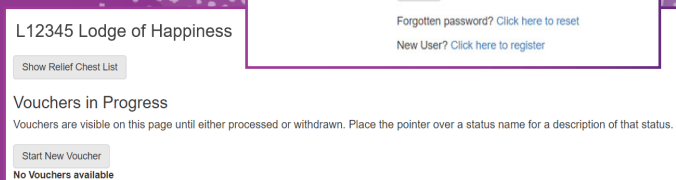
## Register for an account

Visit [reliefchestvoucher.mcf.org.uk](http://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](http://reliefchestvoucher.mcf.org.uk) and enter your login details. A list of Relief Chests for which you are a representative will then be displayed.

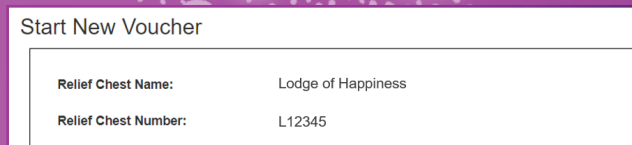
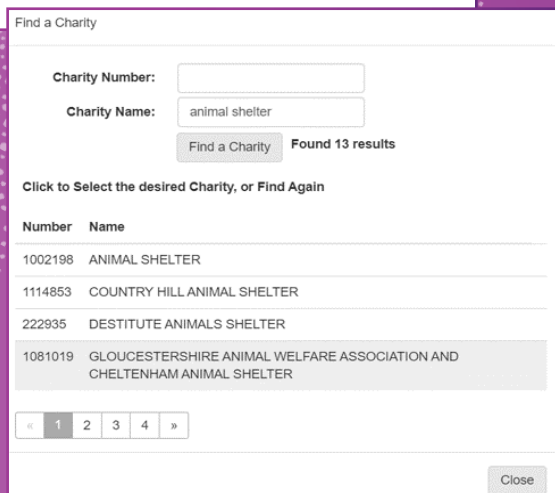
Click the Relief Chest for which the voucher is to be created. Click "start new voucher" to begin the process of authorising a payment to a beneficiary.

## 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.

| Number  | Name   |
|---------|--|
| 1002198 | ANIMAL SHELTER   |
| 1114853 | COUNTRY HILL ANIMAL SHELTER  |
| 222935  | DESTITUTE ANIMALS SHELTER  |
| 1081019 | GLOUCESTERSHIRE ANIMAL WELFARE ASSOCIATION AND CHELTENHAM ANIMAL SHELTER |

## 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:**

**First Name:**

**Surname:**

**Position:**

**Email Address:**

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I confirm that the details of this Voucher are complete and correct.

### Beneficiary #1

**Beneficiary Name:**

**Registered Number:**  ?

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**Address Line 4:**

**Address Line 5:**

**Postcode:**

**Allocated Amount in Numbers:**

**Allocated Amount in Words:**  ?

**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”.

## 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 receive an email letting you know the outcome.

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

## Get in touch

[mcf.org.uk/reliefchest](https://mcf.org.uk/reliefchest)  
[reliefchest@mcf.org.uk](mailto:reliefchest@mcf.org.uk)  
020 3146 3348

### L12345 Lodge of Happiness

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**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.

