**HOW TO CONTRIBUTE: IMPORTANT INSTRUCTIONS**

Some donors face a problem while donating because the Google Chrome browser stores all history in its cache. To enable a smooth transaction please do the following.

1. Use only CHROME browser.
2. Go to SETTINGS and enable pop-ups
3. Close CHROME
4. Go to [www.gmail.com](http://www.gmail.com).
5. If you are taken directly to your inbox it means you are already signed into some gmail account. Please sign out.
6. Clear your entire history (Press "CTRL+H", click on "clear browsing data", choose "all time" under Advanced Settings, check all boxes and hit "Clear Data" button).
7. Open CHROME
8. Open a new INCOGNITO Window in Chrome
9. Go to the ISB Alumni Portal by visiting <https://isbalumni.force.com/alumni>.
10. You must use your ALUMNI email address and password to login to the alumni portal.
11. You can reset the password on your own if you forgotten it. Please go to gmail.com and try to login. If you can’t, choose the forgot password link.
12. If you are not able to reset the password, please reach the IT team at it\_support@isb.edu for help.
13. For any issues with the alumni portal, giving form or payment gateway please reach out to Ms. Susi Mary at susi\_mary@isb.edu.