



**HERITAGE ACADEMY**  
*Building America's Heroes, Together*

## **How to Pay an Invoice with an ECA Tax Credit Donation or with Account Credit**

If you wish for the payment on an invoice to be an ECA donation,  
**DO NOT PAY THE INVOICE!**

1. Go [hamaricopa.com](http://hamaricopa.com)
2. Click on the "Giving" tab, then click on "ECA Tax Credit Donation"
3. Click on the **PROCEED TO ECA DONATION** tab
4. At the MSB school store
  - A. enter the amount you want to pay
  - B. list the donor's name
  - C. list the donor's address
  - D. list the donor's email address
  - E. enter scholar's name for them to receive the ECA donation
  - F. choose one of the four activity types for this donation
  - G. in last box list which specific trip, sport or fee the donation is for
  - H. IF this is just a general donation to be added to the scholar's credit on their account, type in "general donation".
  - I. Click the *Purchase* button on the lower right-hand corner of the screen.
  - J. From the cart complete payment information and purchase.

***IF YOUR SCHOLAR HAS ECA ACCOUNT CREDIT*** we will apply all available account credit to the invoice.