

CAMPAIGN CONTRIBUTION PROCESS

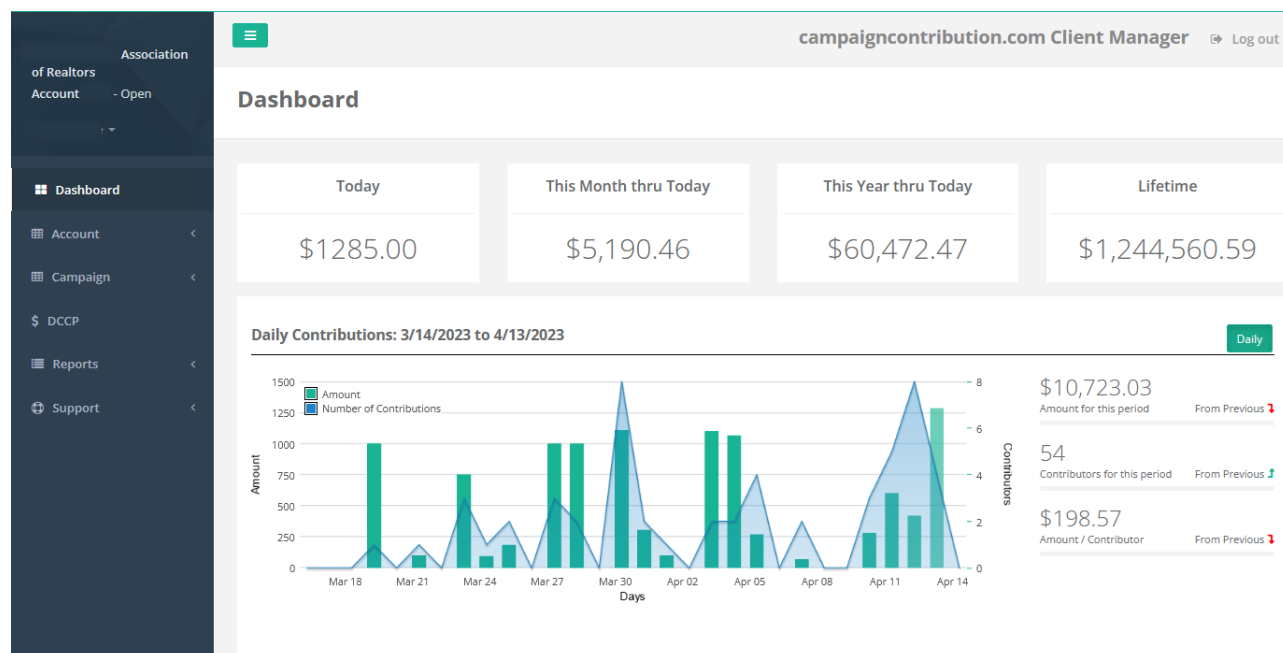
Campaign Contribution Process

The Campaign Contribution website allows you to process refunds for credit card charges coming from Aristotle webforms, view recurring transactions and payment plans, and view a general list of contributions that are credited to your state association's RPAC bank account. State association staff are able to update credit card information for recurring payment plans and view any expired credit cards.

To access the cc.com website, go to <https://campaigncontribution.com>. For login access, contact an [Aristotle](#) team member.

Dashboard

This is the Dashboard. You will see your association name in the upper left corner. This page is a snapshot of the funds received through Aristotle webforms. The menu options are on the left side of the page.



Searching Transactions

To access transactions, click on the Reports panel to expand the options.

Reports > Transactions

- 1) Choose date range **or** name for searches
- 2) Check the boxes for the statuses you are searching for
- 3) Click generate

Transaction Reports

Transactions

Recurring

Search Transactions

Live

☐ Credit Card☐ E-Check

Campaign

All Campaigns

Transaction No

Transaction Id

Date

1

04/03/2023

to

04/17/2023

Date Type

Transaction

Settled

Disbursement

First Name

1

Last Name

Card Holder Name

Email

Transaction Status

2

☒ Authorized☒ Settled☒ Refunded☐ Chargeback☐ Adjustment☐ Voided☐ Declined☐ Hold

Clear

Generate

3

Default

Output Type

HTML

A list matching your previously selected parameters will generate

	Options	Trans. No.	Name	Campaign Name	Status	Method	Gross Amt	Pct Fee	Svc Fee	Total Fee	Net Amt	Trans Date	Settled Date
1	  	2853585		Alaska Association of Realtors	Settled	Credit Card	\$600.00	\$-9.00	\$0.00	\$-9.00	\$591.00	11/5/2025	11/06/2025
2	  	2853608		Alaska Association of Realtors	Settled	Credit Card	\$430.00	\$-6.45	\$0.00	\$-6.45	\$423.55	11/5/2025	11/06/2025

Refunds

To refund a member investment, go to their transaction and click the red icon under options to refund the transaction.

	Options	Trans. No.	Name	Campaign Name	Status	Method	Gross Amt	Pct Fee	Svc Fee	Total Fee	Net Amt	Trans Date	Settled Date
1	  	2854877	[REDACTED]	Alaska Association of Realtors	Settled	Credit Card	\$135.00	\$-2.02	\$0.00	\$-2.02	\$132.98	11/10/2025	11/11/2025

Once you click the icon to refund the transaction, a popup box will appear. You can choose the amount to refund – full or partial.

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A R I S T O T L E

Transaction Credit Card Refund

	Transaction No	Method	Name	Amount	Status	Percentage	Percent Fee	Service Fee	Transaction Date
1	2854877	Credit Card	[REDACTED]	135.00	Settled	-1.50	-2.02	0.00	11/10/2025
Refunded Totals				0.00			0.00	0.00	

Amount to Refund: \$ 135.00 **1**

Postal/Zip Code: [REDACTED]

Process **2**

Please note: When you process a refund, it will show on the e-commerce reports and the state association staff member who handles the receipt entry will need to capture the refund in Aristotle 360 with a negative receipt.

Updating a Payment Plan

To update a payment plan, search for the recurring transaction by date range or name.

When you identify the recurring transaction that needs to be updated, click on the green Recur button under options.

	Options	Test	Campaign	Method	First Name	Last Name	Email	Frequency	Amount	Last Recur	Recur Expiration	Recur Cancelled	Recur Started
1		No	Arizona Association of Realtors	Credit Card				Quarterly	333.33	09/11/2025	11/30/2025		03/11/2025

Once you click the green Recur icon, a popup box will appear.

Click Edit Recur Info.

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ARISTOTLE

Edit Recur Info

Payment Method	Credit Card		
Amount	\$333.33	Initial Amount	\$333.34
Card Holder Name			
Card Number		Card Expiration	
Recur Frequency	Quarterly	Process Day	11
Recur Expiration	11/30/2025	Recur Cancel Date	

	Transaction No.	Status	Amount	Settled Date	Transaction Date	Recur Date
1	2782368	Settled	333.34	3/12/2025 12:30:47 AM	3/11/2025 12:12:30 PM	03/2025
2	2810205	Settled	333.33	6/12/2025 12:32:23 AM	6/11/2025 7:30:03 AM	06/2025

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A R I S T O T L E

Transaction List

Card Number

Current Card No: [REDACTED] (leave field blank to continue using this card)

Card Expiration

Feb	2029
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Card Holder Name

Billing Address 1

Billing City

Billing State

Billing Postal/Zip

Billing Country

Email

Status

Amount

Frequency

Process Day

Recur Expiration

Save

The highlighted fields allow you to change the card number, expiration date, billing address, status (active to cancel if need to cancel), recurring expiration date if needed, or the processing day of the month. **Please note:** The frequency must stay the same.

Additional payment plan information: If a recurring transaction is declined, the system will try it again 5 days later. If it is declined a second time, it will try be attempted again on the next scheduled recurring payment date.

Viewing Expired Credit Cards for Recurring Payments

To determine if a member with a recurring payment has a credit card that will be expiring soon, go to Reports, then click Recurring. Next, on the Expired Card tab, choose the date range you would like to search for. Now click Generate.

The screenshot shows the 'Recurring Report' interface. On the left sidebar, 'Reports' is expanded, and 'Recurring' is selected. The main content area has tabs for 'Expired Card', 'Processed Recurring', 'Recurring Projection', and 'Recurring Push'. The 'Expired Card' tab is active, showing a 'Card Expiration' date range selector and a 'Generate' button.

When the list populates, first sort by Recur Expiration to make sure you are only looking at active payment plans, then look at Card Exp for the expiring cards. If there is a date in the last column, for Recur Cancelled, then that is not an active payment plan and you can ignore it since it has already been cancelled.

Options	Test	Campaign	Card Holder	First Name	Last Name	Email	Card No.	Card Exp	Frequency	Amount	Recur Expiration	Recur Cancelled
1		No	Arizona Association of Realtors					09/2025	Monthly	165.00	09/30/2025	