

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7295

SOCIAL SERVICES
DIVISION

50 Chapman Place
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

Social Services Donation Program Online Donation Instructions

1. Go to <https://easthartfordct.portal.opengov.com/categories/1088>

You will see the donation page for Social Services. Click “Select”

Apply Online

Social Services Donations

This form is to allow you to donate to different Social Services programs. With so many needy in the town every dollar counts. Thanks you.

Select

2. Click “Apply Online”

[Social Services](#) / [Social Services Donations](#)

Social Services Donations

Apply Online

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3. If you have an account with Citizen Services from opening any permits in the past, click “Log In” and enter your user information. Otherwise, click “Sign Up”



Citizen Services

Welcome to **Town of East Hartford,**
CT

[Log In](#) [Sign Up](#)

[Sign Up >](#)

Enter your userid and enter a new password for your account and click “Sign Up”

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4. On the next page enter your contact info and press “Next”

The screenshot shows a web form for contact information. At the top left is the Town of East Hartford logo and the text 'Town of East Hartford, CT'. A hamburger menu icon is at the top right. The form fields are as follows:

- First Name:** Input field containing 'John'.
- Last Name:** Input field containing 'Sample'.
- Email address:** Input field containing 'townehsample@gmail.com'.
- Phone Number:** Input field containing '860-528-4401'.
- Address 1:** Input field containing '740 Main St'.
- Address 2 (Optional):** Empty input field.
- City:** Input field containing 'East Hartford'.
- State:** Input field containing 'CT'.
- ZIP/Postal Code:** Input field containing '06108'.

At the bottom of the form, there is a 'Next' button, which is partially visible and appears to be disabled.

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5. On the “Location for Social Services Donations” page, enter your address so it can be pinpointed on a map and click on choose location

Town of East Hartford, CT

Have a project #?

Step 2 of 6 · Save Draft and Exit

Location for Social Services Donations

Select a primary location for this record. If needed, you can add additional locations later.

Search for Address or Parcel
Search for an address or parcel by name, address, or Parcel ID.

Q 740

740 MAIN ST, EAST HARTFORD, CT	Choose Location
740 MAIN ST, EAST HARTFORD, CT	Choose Location

Verify the information the website displays and click “Next”

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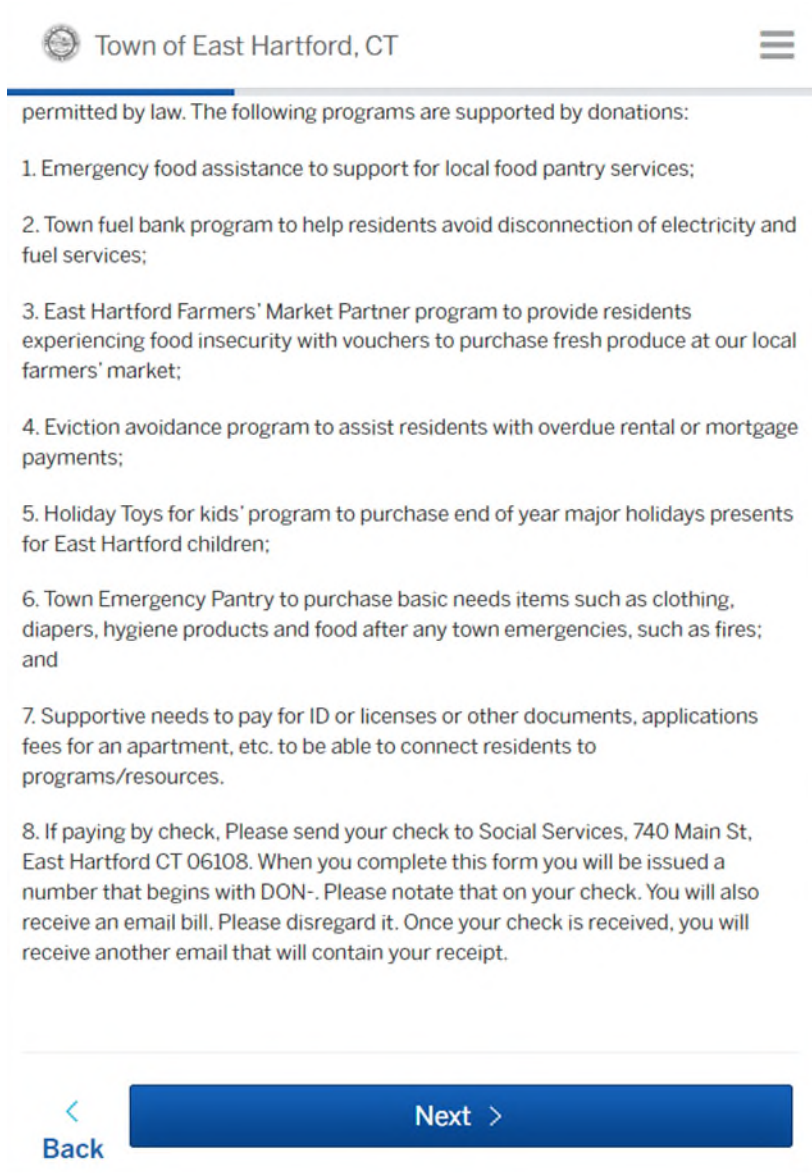
(860) 291-7295



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6. You are now at the Donation Entry Form



 Town of East Hartford, CT 

permitted by law. The following programs are supported by donations:

1. Emergency food assistance to support for local food pantry services;
2. Town fuel bank program to help residents avoid disconnection of electricity and fuel services;
3. East Hartford Farmers' Market Partner program to provide residents experiencing food insecurity with vouchers to purchase fresh produce at our local farmers' market;
4. Eviction avoidance program to assist residents with overdue rental or mortgage payments;
5. Holiday Toys for kids' program to purchase end of year major holidays presents for East Hartford children;
6. Town Emergency Pantry to purchase basic needs items such as clothing, diapers, hygiene products and food after any town emergencies, such as fires; and
7. Supportive needs to pay for ID or licenses or other documents, applications fees for an apartment, etc. to be able to connect residents to programs/resources.
8. If paying by check, Please send your check to Social Services, 740 Main St, East Hartford CT 06108. When you complete this form you will be issued a number that begins with DON-. Please notate that on your check. You will also receive an email bill. Please disregard it. Once your check is received, you will receive another email that will contain your receipt.

[< Back](#) [Next >](#)

Click "Next" once you read the information at the top

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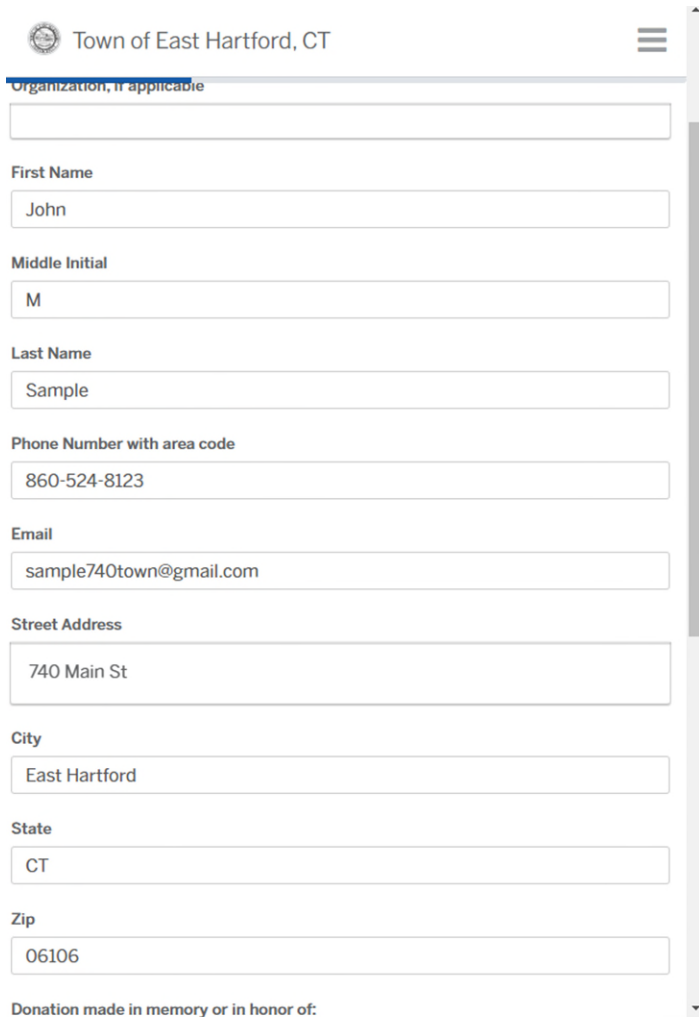
(860) 291-7295

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7. Please enter as many fields as applicable on the donor information page and click “Next”



The screenshot shows a web form for the Town of East Hartford, CT. The form is titled "Town of East Hartford, CT" and includes a hamburger menu icon in the top right corner. The form fields are as follows:

- Organization, if applicable:** An empty text input field.
- First Name:** A text input field containing "John".
- Middle Initial:** A text input field containing "M".
- Last Name:** A text input field containing "Sample".
- Phone Number with area code:** A text input field containing "860-524-8123".
- Email:** A text input field containing "sample740town@gmail.com".
- Street Address:** A text input field containing "740 Main St".
- City:** A text input field containing "East Hartford".
- State:** A text input field containing "CT".
- Zip:** A text input field containing "06106".

Below the form fields, there is a label "Donation made in memory or in honor of:" followed by a vertical scrollbar on the right side of the form area.

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8. On the Donation page enter the amount you would like to give (**whole numbers only, no decimals**) and use the drop down box to choose the program you wish to sponsor and click “Next”

Step 5 of 6 · [Save Draft and Exit](#)

Donation

Amount (Round to whole dollar)

Program you'd like your donation to support

Select your option ▾

[Back](#) [Next](#)

9. At the Attachment screen click “Next”

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10. Finally, we are at the confirm your submission page. Verify everything is correct and click "Confirm and submit"

[Save Draft and Exit](#)

Confirm your submission

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

Contact Information

[Edit ...](#)

John Sample

Email address

townehsample@gmail.com

Phone Number

860-528-4401

Mailing Address

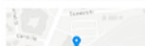
740 Main St , East Hartford, CT 06108

Locations

1 location total

[Edit ...](#)

PRIMARY LOCATION



740 MAIN ST

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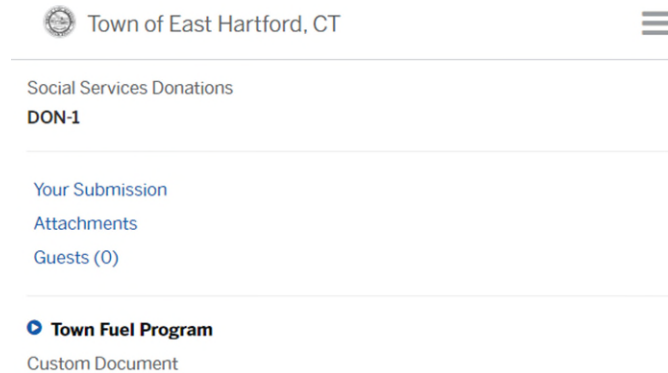
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11. You will get a screen that confirms who you wish to donate to and your donation number that begins with "DON-" You will need this number if paying by check



12. Please go to your email. You should have received 2 emails.

The first verifies that the application you just submitted has been received.

The second tells you that you have a bill due to the Town of East Hartford with a link to allow you to pay by credit card. If you wish to send a check, then ignore this email and send your check to Social Services, 740 Main St, East Hartford, CT 06108 and notate the DON number which will be listed in the email

Once your payment is received, you will receive a third email which will contain a receipt/thank you document