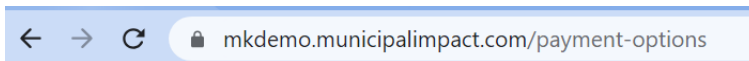# How to Create a Button - Muni

Step 1: Copy the Link for Your Button

- To create a button that when clicked takes the user to a specific page, first we need to find the **URL** for that page

- In the example below, we want the button to take the viewer to the **Payment Options page** on the drop-down list under the **Residents tab**, so click **Residents** on the **Navigation toolbar**, then click **Payment Options**

- **Copy the URL** from the top of your PC's browser (see below)

- In the example above, the URL is **https://mkdemo.municipalimpact.com/payment-options**

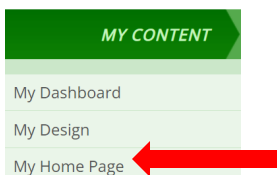## Step 2: Login to Client Dashboard on Your Website

- In the lower right corner of your website's Home page, you will see the word **Admin**

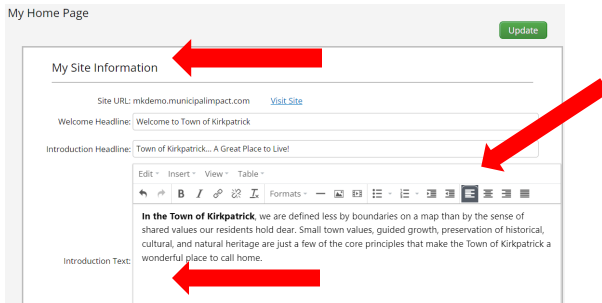- **Click that link**, then login to your **Client Dashboard** with your username and password

Step 3: Add a Button to a Page on Your Website

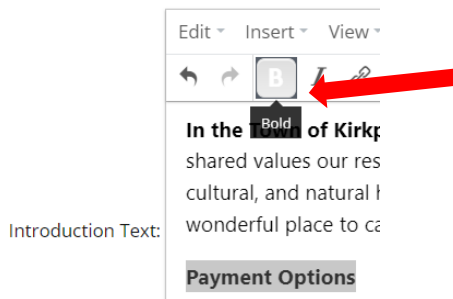- On the **Client Dashboard**, navigate to the page where you want the button to appear

- In the example above, we want the button to appear on the **Home page**, so **click My Home Page** on the left side of the screen
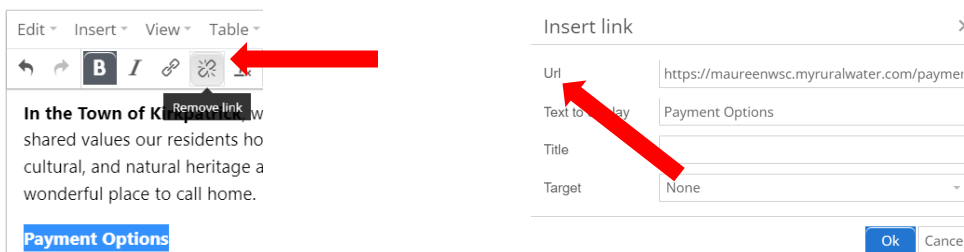
- In the text box for the **My Site Information** section, place your cursor where you want to add the button, then **click the Align left, center or right icon on the toolbar** to choose the button alignment (in the example below, the **cursor is under the paragraph** and **Align left** was chosen)
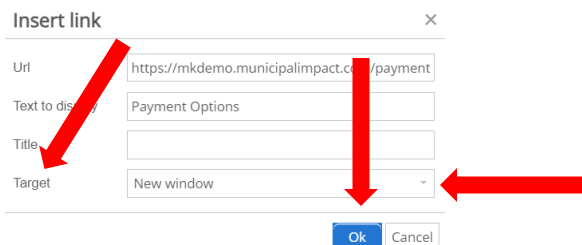

- Type the text you want for the button label, then **select/highlight the text** and **click the B icon on the toolbar** to make the text bold
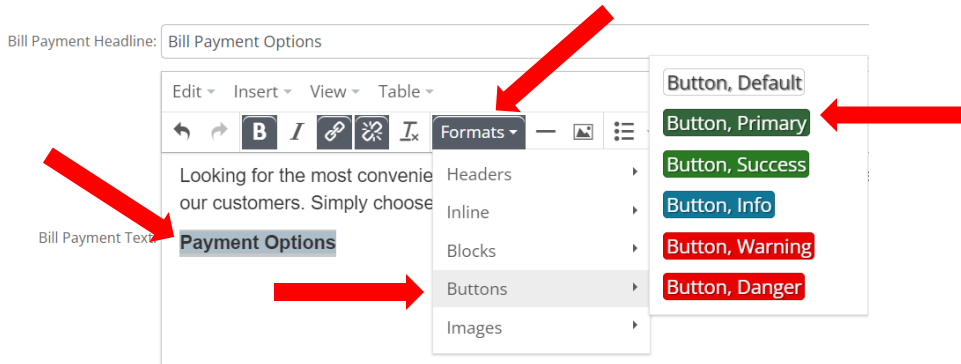

- With the text still highlighted, **click the chain link icon** (insert/edit link), then **paste the destination URL** from Step 1 above in the URL box (see Insert link pop up box below)

- **Select New window** on the Target drop-down menu, (a new browser tab will open when the button is clicked), then click the **Ok button**

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- With the text still highlighted, **click Formats** on the toolbar, **click Buttons** on the drop-down list, **click the type of button** you want, then **click the Update button** at the top or bottom of the screen

- Click **Visit Site** to see the button labelled **Payment Options** on your **Home** page

If you have questions about this tutorial or need additional assistance with your website, please click the **CONTACT SUPPORT** button on the left side of your website's Client Dashboard. Complete the form to tell us how we can help, then click Submit. Or you may call us at (888) 551-4815. **We are here to help!**