



# How to Give Online

- Go to your church/organization's Give link on their website.
- If you have already set up a user email and password, click on SIGN IN.
- For a One-Time donation, click on the Fund drop down box and choose the fund in which you wish to donate.
- Enter the amount.
- If you wish to donate to more than one fund, click on +Add Donation.
- Click on SUBMIT.
- If you wish to make this a RECURRING GIFT, click on the box listed, (then follow the directions below) otherwise choose CREDIT CARD or BANK ACCOUNT.
- Enter your card (the card may be a credit or debit card- gift cards and pre-paid cards will not process) or bank information.
- Enter your billing information.
- Click Submit. An email will be sent to the email you listed as a receipt of confirmation.

## **To Set Up A Recurring Gift:**

- Use the directions listed above and click on the box next to Recurring Gift.
- If you do not have an account set up, it will prompt you to register so you may enter your information.
- Choose FREQUENCY and the START DATE.
- Enter your method of payment if it is not saved already.
- Click Give Now if the amount and frequency is what you have selected is accurate.
- An email will be sent confirming the information of your Recurring Gift.

## **To Register for an account:**

- From your church/organization's Give link on their website, click on SIGN IN.
- Click on REGISTER FOR AN ACCOUNT.
- Enter the information requested.
- Click REGISTER- a confirmation email will be sent with your login credentials.

## **Can't remember your Password?**

- From the SIGN IN option, click on Forgot Password and a temporary password will be emailed to the email address you list. Once you sign in with the Temporary Password, it will prompt you to create your own password.