

# Online Giving Instructions

## Getting Started:

- Would you like to give without setting up a donor account? Click “Quick Give”.
- First Time Donor? Click “First Time” and setup your Donor Profile.
- Already a registered donor? Simply enter your Email and Password.
- Forget your password? Click “Forgot Password”.

## Setting Up Your Donor Profile:

- Enter your email address and password.
- Password must be at least 8 characters and must contain a combination of letters and numbers.
- Remember these login credentials! You will need them to access your Donor Profile.

## One Time Gift - Cards:

- Login by entering your email address and password.
- Select which fund you would like to donate to from the drop down list.
- Enter your donation amount.
- Add your card information and billing details.
- Click “Submit” to process your donation.

## One Time Gift - eChecks:

- Login by entering your email address and password.
- Select to “Use Check” located at the top right of your screen or select ACH/eCheck from the drop down menu.
- Select which fund you would like to donate to from the drop down list.
- Enter your donation amount.
- Add your bank account information.
- Click “Authorize” to submit donation.

## Automatic Recurring Donations - Cards:

- Login by entering your email address and password.
- Select “Scheduled Giving” on the left hand navigation.
- Select which fund you would like to donate to from the drop down list.
- Enter your donation amount.
- Select the frequency, number of installment and start date.
- Add your card information and billing details.
- Click “Activate Schedule” to start your recurring donation schedule.

