

ONLINE GIVING



Giving just got easier.

Giving online is both simple and secure. You have the option to give a single gift or options for creating a scheduled recurring gift. Follow this how to guide to set up your Online Giving Account and try it for yourself.

1. Visit our Giving page on our website. <http://www.peacechurch.org/give/>
 - a. On this page you will see what we believe here at Peace, why we give, and have access to our 2019-2020 Budget, FAQs, and Mission Allocation.



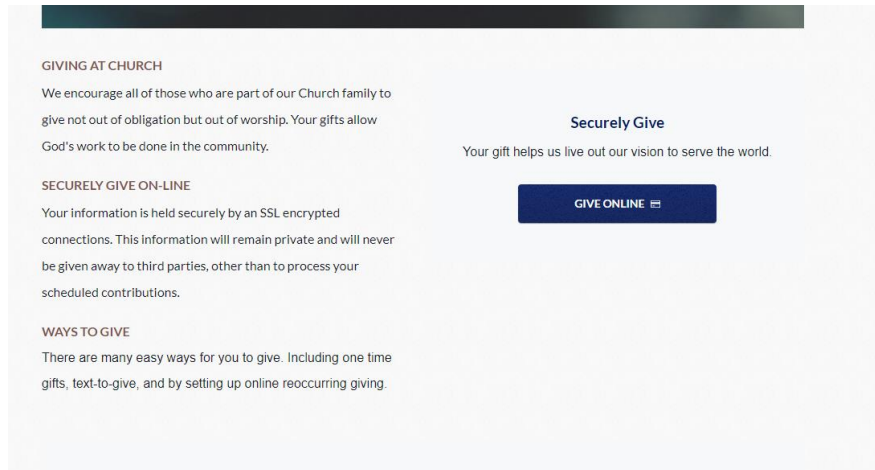
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Giving



2. Scroll down on this page to see the **GIVE ONLINE** button on the right of the page.
 - a. Once you click on this button, you will be redirected to our Online Giving Portal.



3. You will have 4 options on the Online Giving Portal page.
 - a. Already created a Profile – **Log In** as a returning member.
 - b. To make a recurring donation- Click **Create Profile**
 - c. To make a one-time donation and have the ability to track your donation history – Click **Create Profile**
 - d. To make a one-time donation without tracking your donation history – complete the form below

The screenshot shows the 'Online Donation' page with the following elements:

- Header**: PEACE LUTHERAN CHURCH logo.
- Return to our Home Page** link.
- Donations** section:
 1. Already created a profile?—"Log In" as Returning Member
 2. To make **recurring** donations—Click "Create Profile"
 3. To make a **one-time** donation and also have the ability to track your donation history—Click "Create Profile"
 4. To make a **one-time** donation without tracking your donation history—Complete form below

GENERAL CONTRIBUTION:	<input type="text" value="0.00"/>
MOSAIC MINISTRY:	<input type="text" value="0.00"/>
NYG-Donations ONLY:	<input type="text" value="0.00"/>
MEMORIAL FUND:	<input type="text" value="0.00"/>
PRINCIPLE REDUCTION FUND:	<input type="text" value="0.00"/>
MISSION OF MONTH:	<input type="text" value="0.00"/>
Total:	\$0.00
- Log In** section:
 - Log In icon
 - Email Address:
 - Password:
 - Log In button
 - [Forgot your Email Address or Password?](#)
- Create Your Online Profile** section:
 - Create Profile button
- Continue** button at the bottom left.

4. If you choose to **Create Profile**, follow steps 5 – 11. If you choose to **Log In**, do so now and follow the on screen directions for Online Giving.

5. After clicking **Create Profile** fill in your Email Address and Confirm Email Address and click **Continue**.
 - a. You will receive a confirmation email for the account you just created.

The screenshot shows the 'Online Donation' page with a 'Create Profile' form and a 'Privacy Notice' section. The 'Create Profile' form includes a header 'Create Profile', instructions to enter a valid email address, and two input fields for 'Email Address' and 'Confirm Email Address'. A 'Continue' button is at the bottom of the form. The 'Privacy Notice' section contains text about the security of the website and the use of personal information, with a link to 'Return to our Home Page'.

6. Fill out the Profile Page. Make sure you enter the correct information, as this will create your profile for Online Giving.
 - a. Once you've filled everything in, click **Create Profile**.

The screenshot shows the 'Profile' page in the 'Online Donation' system. It features a 'Profile' form with various input fields for personal information: First Name, Last Name, Address 1, Address 2, City, State / Zip, Phone Number, Email Address, and Confirm Email Address. The email address fields are pre-filled with 'amber@peacechurch.org'. There are also fields for 'Enter Password' and 'Re-Enter Password'. A 'Create Profile' button is at the bottom left. To the right of the password fields, there is a 'Password requirements' section listing several rules for password creation.

7. To add a donation, Click **Add Transaction**

The screenshot shows the user interface for the PEACE LUTHERAN CHURCH online donation system. At the top, the church logo and name are displayed. Below the logo, there are navigation tabs for 'Summary', 'Profile', and 'Log Off'. The user's name, 'Amber Heady', is shown in the top right corner. The main content area is titled 'Online Donation' and contains a message: 'Thank you for creating a profile. To add a Donation, click the Add Transaction button below.' Below this message are two buttons: 'Add Transaction' and 'Edit Account'. There are also sections for 'My Scheduled Transactions' (stating 'You do not have any transactions scheduled.') and 'My Transaction History' (with a date range of 02/18/20 to 03/20/20 and a fund selection of 'All Funds').

8. Here you will be able to decide what you would like to Give.
- Add your Give amount next to your choice.
 - Next, decide on your Donation Frequency. Choose one option from the dropdown menu.
 - Once you have filled in your amount and chosen your Donation Frequency, Click **Continue**.

The screenshot shows the 'Donations' form on the PEACE LUTHERAN CHURCH online donation system. The form is titled 'Donations' and contains several input fields for different contribution categories, each with a value of 0.00: GENERAL CONTRIBUTION, MOSAIC MINISTRY, NYG-Donations ONLY, MEMORIAL FUND, PRINCIPLE REDUCTION FUND, and MISSION OF MONTH. A 'Total' field shows \$0.00. Below the contribution fields, there is a 'Donation Frequency' dropdown menu set to 'Choose One' with a link to '(About recurring donations)'. There are also fields for 'Donation Start Date' (04/01/20) and 'Donation End Date' (optional). At the bottom of the form are 'Back' and 'Continue' buttons.

9. Choose account type from the dropdown menu.

The screenshot shows the 'Online Donation' page. At the top right, there are navigation links for 'Summary', 'Profile', and 'Log Off'. The user's name 'Amber Heady' is displayed. Below the navigation is a 'Return to our Home Page' link. The main content area is divided into two sections: 'Donation Information' and 'Donation Summary'. In the 'Donation Information' section, the 'Account' dropdown menu is set to 'Choose One'. Below it, there is an 'Optional' section with a 'Donation is' dropdown and a text input field. A reCAPTCHA 'I'm not a robot' checkbox is present. A note states: 'Please review the information you entered carefully. Once you click the Process button your donation will be submitted.' At the bottom of this section are 'Cancel' and 'Process' buttons. The 'Donation Summary' section shows a table with 'GENERAL CONTRIBUTION' at 50.00, a 'Total One Time Donation' of \$50.00, 'Donation Frequency' of 'One Time', and 'Donation Start Date' of '04/01/20'. An 'Edit' button is located below the summary.

10. If you chose Checking Account, you will see this screen:

The screenshot shows the 'Online Donation' page with the 'Account' dropdown menu set to 'New Account - Checking'. The 'Donation Information' section now includes fields for 'Routing Number' and 'Account Number'. Below these fields is a sample check form for 'Joe Smith' at '1234 Anystreet Court, Anycity, AA 12345'. The check includes a 'Pay to the order of' field, a 'Dollars' field, and a 'Bank Anywhere' logo. Below the check, there are labels for 'Bank Routing Number', 'Bank Account Number', and 'Check Number (Do not use)'. The 'Optional' section and reCAPTCHA are also present. The 'Donation Summary' section remains the same, showing a 'Total One Time Donation' of \$50.00 and an 'Edit' button.

11. Fill out this information.

- Once you have completed the information, click I'm not a robot.
- Then click **Process**.