

Consistent Giving Procedures

EasyTithe Portal Method

1. This method allows you to give via debit card, check card, credit card or bank draft.
2. Click on the green **View Donor Portal** link on the **My Online Donation** box.
3. If this is your first time donating online through EasyTithe, click on the **First Time ? >> New User Registration** button on the left side of the screen. (Otherwise, log in using the email address and password you set up when you registered.)
4. Under **Welcome to Online Giving**, enter your:
 - a. **First Name**
 - b. **Last Name**
 - c. **Address Line 1**
 - d. **Address Line 2** (optional)
 - e. **City**
 - f. **State**
 - g. **Zip**
 - h. **Phone Number**
 - i. **Email Address**
 - j. **Password**
 - k. **Confirm Password** (MUST match Password)in the corresponding fields. Please choose a password that is easy for you to remember but difficult for others to guess. As the page indicates, your email address will become your user name when you sign in.
5. Click the **Submit** button.
6. You will then see a page with three options on the left:
 - a. **Give Now >> One Time Donations**
 - b. **Scheduled Giving >> Automatic Recurring Donations**, and
 - c. **My Account >> Personal Info & History**.
7. To schedule an automatically recurring donation, click on the **Scheduled Giving >> Automatic Recurring Donations** button.
8. If you are giving via debit card, check card or credit card, do the following:
 - a. Under the **My Scheduled Giving** section, select an option below in the **Choose a Fund** field:
 - i. **General Church Budget** (which is the default)
 - ii. **Expansion Fund**
 - b. Choose one of the following options in the **Frequency** field:
 - i. **Monthly (1st of month)**
 - ii. **Monthly (16th of month)**
 - iii. **Twice per Month (1st and 16th)**
 - iv. **Twice per Month (5th and 20th)**
 - v. **Weekly (Every Sunday)**
 - vi. **Bi-weekly (Every other Sunday)**

- c. Enter the amount of your donation in the **Amount** field.
 - d. Select the starting date in the **Start Date** field.
 - e. In the **Card Information** section, enter the:
 - i. **Card Type**
 - 1. **Debit Card**
 - 2. **Check Card**
 - 3. **Visa**
 - 4. **MasterCard**
 - 5. **American Express**
 - 6. **Discover**
 - ii. **Card Number**
 - iii. **Card Expiration (month / year)**
 - f. In the **Card Holder Information** section, enter the:
 - i. **Name on Card**
 - ii. **Street Address**
 - iii. **Zip Code**
 - g. Click on the **Activate Schedule** button.
9. If you are giving via bank draft, do the following:
- a. Click on the **USE CHECK** icon in the upper right corner.
 - b. Enter the amount next to the dollar sign (\$) on the check.
 - c. Next to the **FOR** field on the check, select an option below:
 - i. **General Church Budget** (which is the default)
 - ii. **Expansion Fund**
 - d. Enter the **Routing Number** in the box indicated on the check.
 - e. Enter the **Account Number** in the box indicated on the check.
 - f. In the **Recurring Donation Schedule** section:
 - i. Choose one of the following options in the **Frequency** field:
 - 1. **Monthly (1st of month)**
 - 2. **Monthly (16th of month)**
 - 3. **Twice per Month (1st and 16th)**
 - 4. **Twice per Month (5th and 20th)**
 - 5. **Weekly (Every Sunday)**
 - 6. **Bi-weekly (Every other Sunday)**
 - ii. Select the starting date in the **Start Date** field.
 - g. In the **Checking Account Information** section:
 - i. Enter the **Bank Name & State** (state selected from drop-down box).
 - ii. Select the **Account Type**:
 - 1. **Checking**
 - 2. **Savings**
 - h. Click on the **Authorize** button.
10. If you wish to make a recurring donation for another fund, repeat steps #6 through #8 (for debit, check or credit cards) or #9 (for bank drafts).
11. When you are finished click on the **Log Out** link in the upper right corner of the screen.