



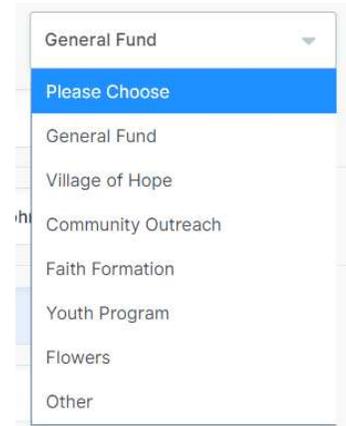
Tithe.ly Account Setup Instructions

1. Before logging into Tithe.ly from a computer or smartphone, you should have your bank account or card information handy. You may set up your Tithe.ly account with either or both. Tithe.ly will also allow a donor to enter multiple cards or accounts.
 - a. For bank checking or savings accounts, the routing number and account number are required.
 - b. For credit or debit cards, the number, expiration date (MM/YY), CSV, and zip code of the billing address are required.
2. To access Tithe.ly online, you should go to the Emmanuel website giving page at www.elcvienna.org/give
3. Next, you should scroll down a little to the Tithe.ly section and click on the "Make a Donation" button.

The screenshot shows a web browser window displaying the Emmanuel Lutheran Church website. The browser's address bar shows the URL <https://elcvienna.org/give/>. The website header includes the church logo and contact information: 2589 Chain Bridge Rd., Vienna, VA 22181, Member Hub: 703.938.2119, and Sunday Worship: 8:30am, 11am, 6pm. The navigation menu includes links for Visit, Next Steps, Worship & Music, Give, Events, and Member Hub. The main content area is titled "Giving Online with Tithe.ly" and contains the following text: "We praise God for your gifts that go directly towards supporting our ministries and God's work in our community. Emmanuel uses Tithe.ly as our online giving provider. With Tithe.ly, you can easily give using a credit card, debit card or through ACH." Below this text is a black button with the text "MAKE A DONATION" and a small icon of a document with a checkmark. A yellow mouse cursor is pointing at the button. To the right of the text is a photograph of several children sitting around a table, engaged in an activity. The browser's taskbar at the bottom shows various open applications and the system clock indicating 6:45 AM on 30-Apr-20.



4. That will take you to a Tithe.ly giving form (orange color banner). You will now need to enter your personal information and gift preferences.
 - a. Enter the amount of your gift.
 - b. The default frequency for your gift is a recurring donation to the General Fund at Emmanuel. Select the options for the frequency of your gift; note there are two pull-down windows.
 - c. If you wish to give a one-time gift, then uncheck the "Recurring Giving" box.
 - d. The "To" line shows a pull-down window with seven options for which fund you may direct your gift. The default is the General Fund. The last option is Other, which you can select if you want to direct your donation to another mission or purpose that is not listed. That includes gifts in honor or memory of someone or some event. Use the Memo box at the bottom of the form to state how you would like your gift to be used.



Incomplete form

Form with personal info completed

Emmanuel Lutheran Church | Vienna, VA 22181-5577

Give: \$0.00 To: General Fund

Recurring Giving | Every Week | Thursday

First Name | Last Name | Email | Phone Number

Street Address | City

State/Province: United States | ZIP/Postal

Give \$0.00

Powered by Tithe.ly online giving

Emmanuel Lutheran Church | Vienna, VA 22181-5577

Give: \$100.00 To: General Fund

Recurring Giving | Every Month | 13th

John | Doe | John.Doe@g... | 3333333333

2589 Chain Bridge Road | Vienna

VA | United States | 22181

Give \$100.00

Powered by Tithe.ly online giving



5. You are now ready to enter the method of payment. Click on either Bank or Card. Enter the information as prompted.

Credit card form

The screenshot shows the credit card payment form. At the top, the Emmanuel logo and 'Login | Sign Up' are visible. Below, there are two tabs: 'Card' (selected and highlighted in green) and 'Bank'. The 'Card' tab contains a 'Card number' field with a 'MM / YY CVC' label, a 'Cover Fees' checkbox, a 'Note / memo (optional)' text area, a 'Remember Me' checkbox, a 'Password' field, a 'PIN' field, and a checkbox for 'I'd Like To Receive The Latest News And Stories From The Evangelical Lutheran Church In America.'. At the bottom is a 'Give \$0.00' button with a lock icon.

Bank Account form

The screenshot shows the bank account payment form. At the top, the Emmanuel logo and 'Login | Sign Up' are visible. Below, there are two tabs: 'Card' and 'Bank' (selected and highlighted in green). The 'Bank' tab contains a 'Routing Number' field, an 'Account Num...' field, a 'Cover Fees' checkbox, a 'Note / memo (optional)' text area, a 'Remember Me' checkbox, a 'Password' field, a 'PIN' field, and a checkbox for 'I'd Like To Receive The Latest News And Stories From The Evangelical Lutheran Church In America.'. At the bottom is a 'Give \$0.00' button with a lock icon.

6. After you have filled in the payment information, there are several optional fields. These are not required for you to submit your donation.
 - a. Cover Fees - If you would like to cover the processing fees for your donation, please click on the box. Otherwise, Emmanuel will pay the fees.
 - b. Note/Memo - This box can be used to specify gifts that fell into the Other category in the To field. It can also be used for your personal notes or reminders. The pastor(s) and selected staff and volunteers can see entries in this field.
 - c. Receive ELCA News - This option, when checked, will share your email address with the Evangelical Lutheran Church in America (ELCA) for news and other information.



7. **BE SURE TO CHECK THE *REMEMBER ME BOX!*** By checking the “Remember Me” box, an account will be created for you using the email address you previously provided, along with the password and a 4-digit Personal Identification Number (PIN) you enter here.

The screenshot shows the donation form with the following elements:

- Emmanuel Lutheran Church & Preschool logo and "Login | Sign Up" links at the top.
- Payment method selection: "Card" and "Bank" (selected with a green checkmark).
- Fields for "Routing Number", "Account Num...", and a dropdown menu.
- "Cover Fees" checkbox (unchecked).
- "Note / memo (optional)" text area.
- "Remember Me" checkbox (checked) with a password field (masked with dots) and a PIN field containing "0745".
- "I'd Like To Receive The Latest News And Stories From The Evangelical Lutheran Church In America." checkbox (unchecked).
- A large gray button at the bottom labeled "Give \$0.00" with a lock icon.

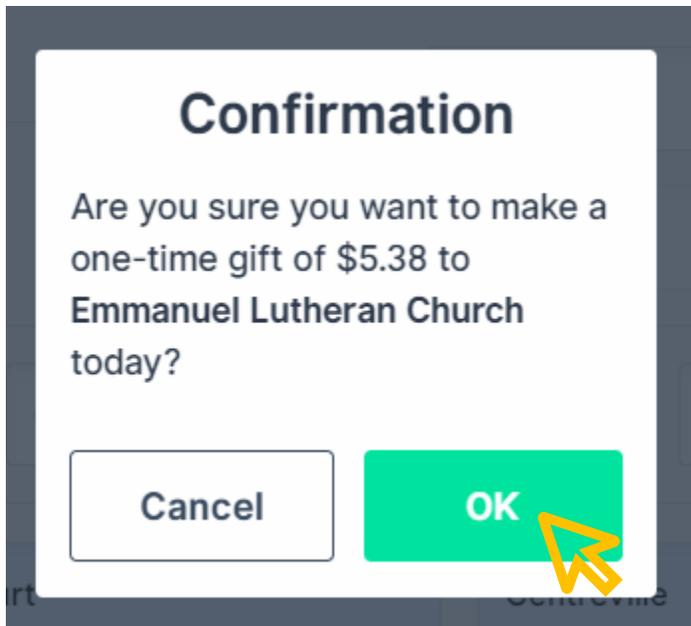
8. Once you have entered all necessary information, the Give button at the bottom of the form will turn from gray to green. Click the Give button when you are ready and your account will be created along with your payment processed or scheduled.

This screenshot shows the same form as above, but with the following changes:

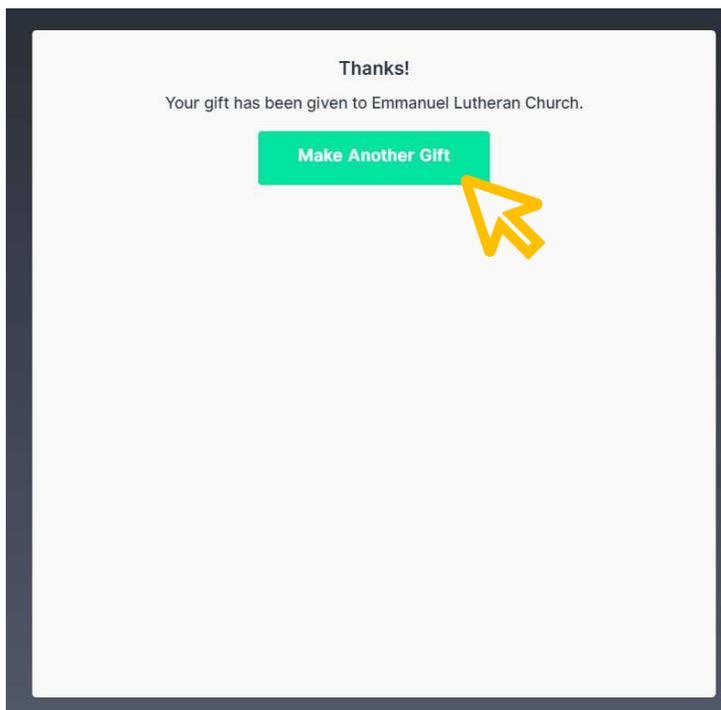
- The "Give \$100.00" button is now green and active.
- A yellow mouse cursor is pointing at the bottom right corner of the form.
- Additional text at the bottom: "Tithely may share your information with the Evangelical Lutheran Church in America (ELCA) for communications purposes. Tithely will not share your information with the ELCA without providing you an opportunity to opt-out. Any data shared will be subject to the ELCA's Privacy Policy."



9. You may see a confirmation notice pop-up, if so, click OK if all information is correct.



10. You will then see the thank you screen below when your payment has been processed.





11. To access your newly created account, click on the “Make Another Gift” button and click on the “Login” button in the top right of the screen.

Emmanuel Lutheran Church
Vienna, VA 22182

Give:
\$ 0.00

To: General Fund

Recurring Giving Every Week Thursday

First Name Last Name Email Phone Number

Street Address City

State/Province United States ZIP/Postal

Give \$0.00

12. Enter the email address and the password you used to set up the account in Steps 4 and 7. Then click “Login” button.

TITHE.LY

kchampagne@elcvienna.org

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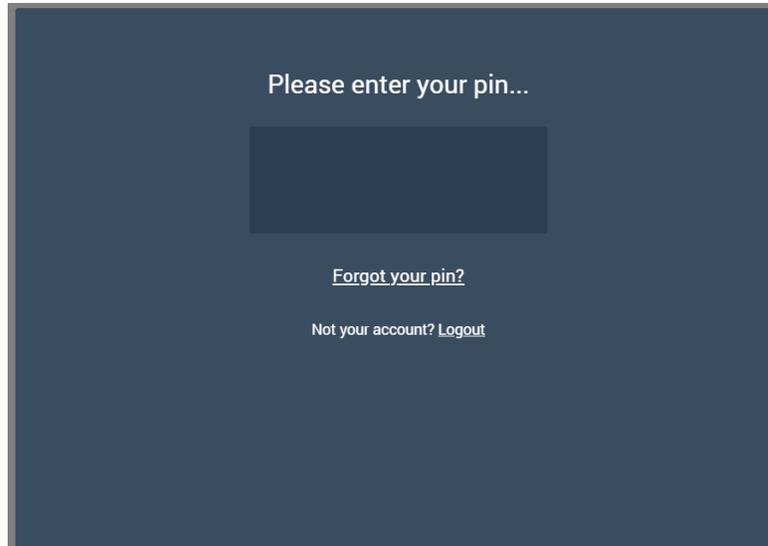
Log In

Create Account

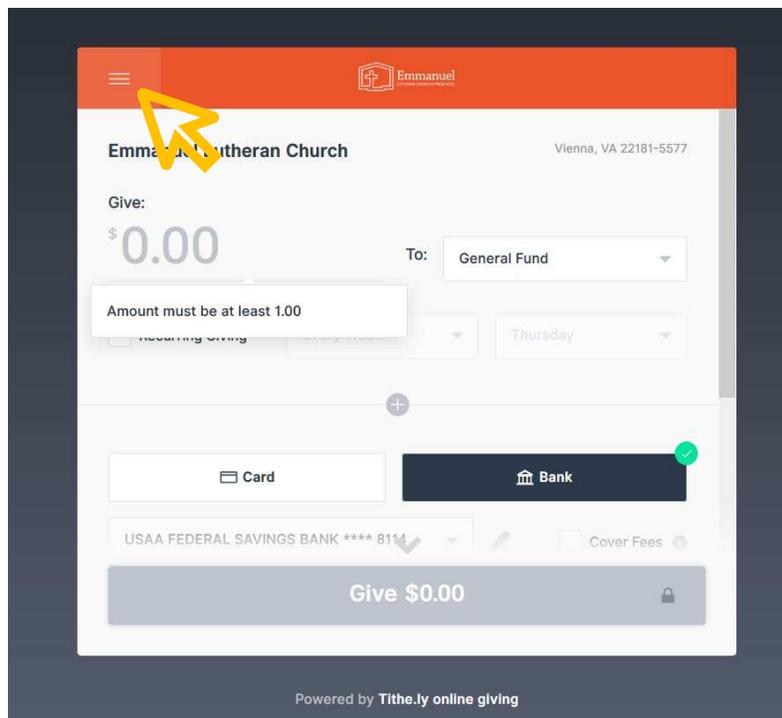
Reset Password



13. You will then be prompted to enter your PIN which you set up in Step 7.



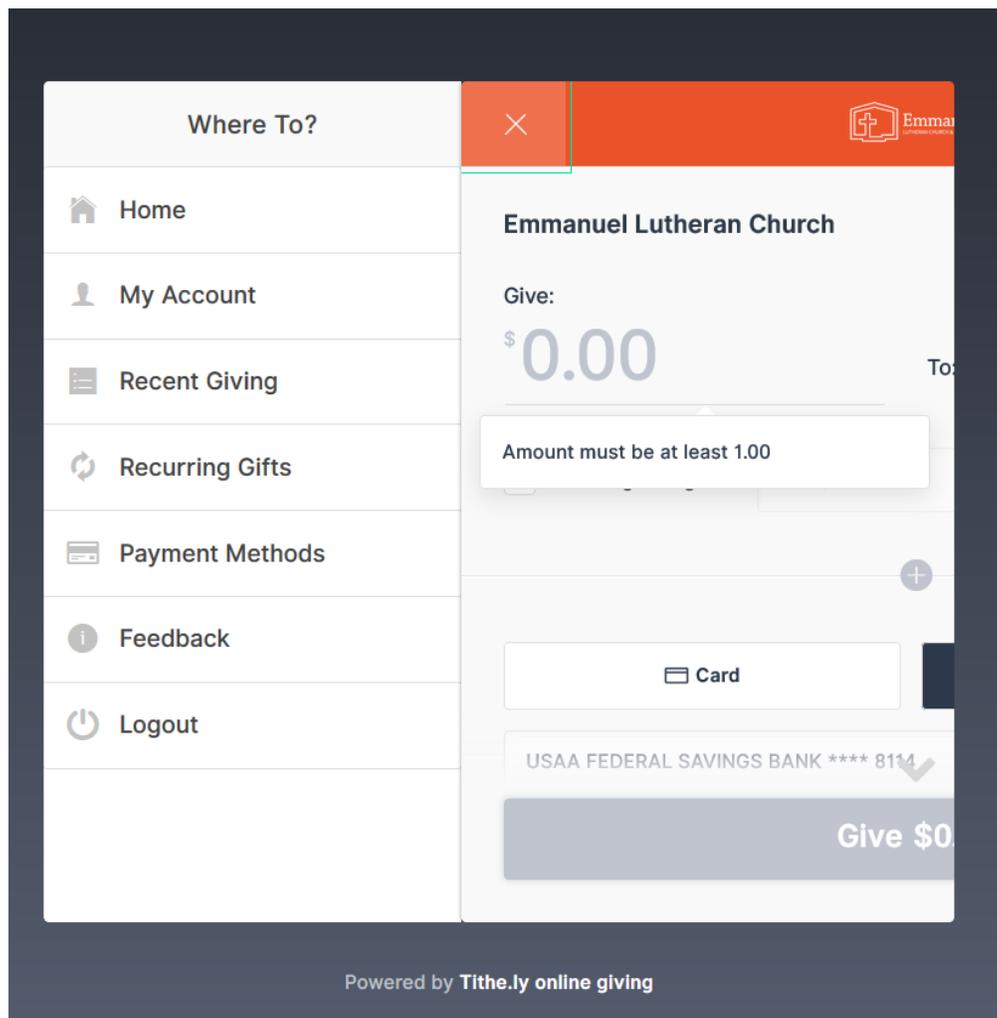
14. You will see the giving screen again, but now a menu is available in the top left corner signified by three horizontal lines.





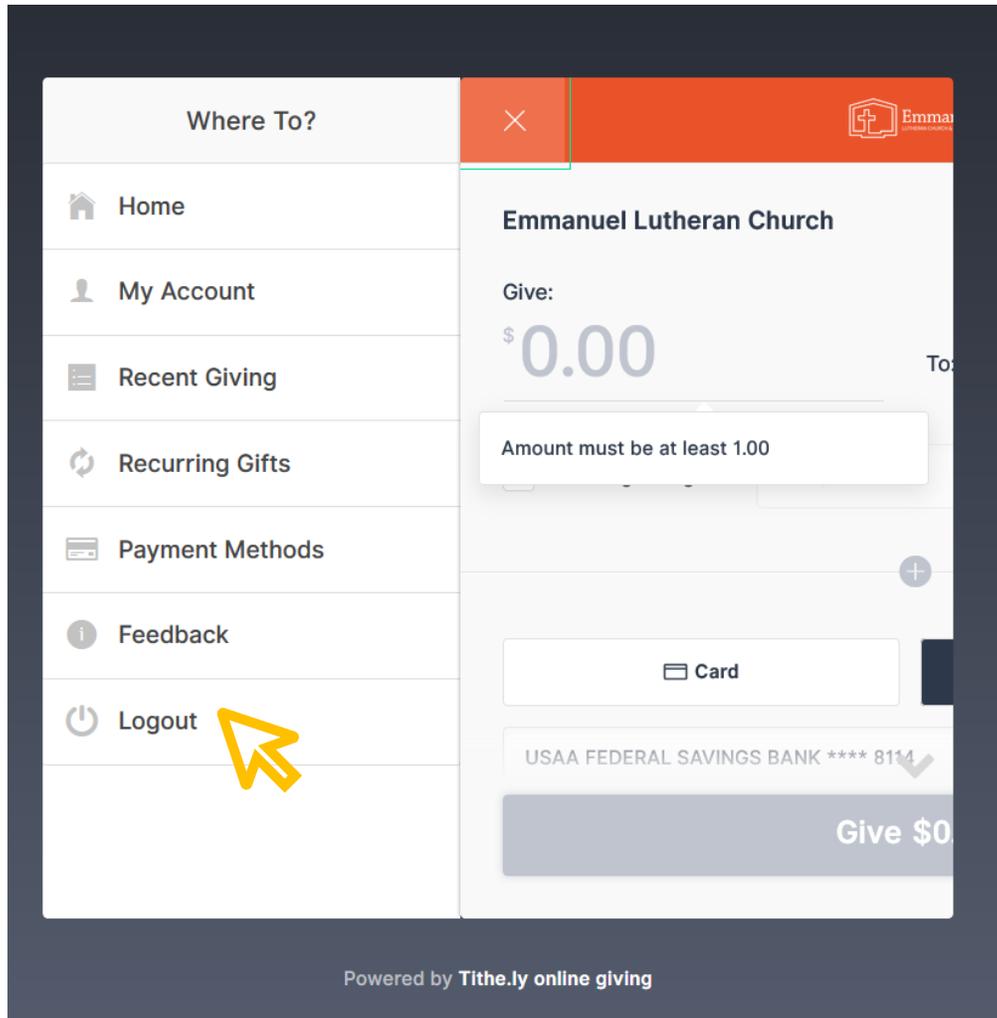
13. Within the menu, you will find:

- a. [My Account](#) - You can change your email address, your password, and your PIN on this tab.
- b. [Recent Giving](#) - Lists all your recent donation transactions.
- c. [Recurring Gifts](#) - Lists all your scheduled donations.
- d. [Payment Methods](#) - Lists all your bank and card accounts. Allows you to add or delete accounts.
- e. [Feedback](#) - This provides feedback to Tithe.ly, not Emmanuel.





14. To log out of your Tithe.ly donation account, click on Logout at the bottom of the menu. For added security, close the browser screen on your computer or mobile device after you have logged out.



15. You will receive a confirmation email of your recurring or one-time donation to Emmanuel. It will come from give@elcvienna.org.
 - a. For recurring gifts, you will also receive confirmation emails each time a gift is made from your account in the future.



The email will look like this:

Hi [Emmanuel Donor!](#)

Thank you for supporting the mission of Emmanuel Lutheran Church.
Your receipt is below!

Organization: Emmanuel Lutheran Church

Amount: \$100.00

Type: General Fund

Transaction Number: 6501486

Date: 04/23/2020

Emmanuel Lutheran Church

If you encounter issues setting up their Tithe.ly account, have questions, or would like to provide feedback, please contact Greg Stolp, Stewardship Lead, at stolpgd@gmail.com, Kara Rider at krider@emmanuelutheranvienna.org, or the Emmanuel Stewardship team at stewardship@emmanuelutheranvienna.org.