How to Use Tithe.ly

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Using Tithe.ly

We've made giving to Gloria Dei easier for you. Using the Gloria Dei website (gloriadeielca.com), you can have money automatically charged to your credit card to pay for items such as your offering or donations for flowers, eternal candles, or communion wine.

We have selected Tithe.ly to handle our online giving. Tithe.ly is a funds collection application that is designed for churches. You will find the Gloria Dei Giving Form to be simple and easy to use.

Giving online using Tithe.ly is safe and secure. The credit card information that you enter to process your online giving will not be shared. It enables us to track your donations and maintain a record of your contributions for income tax purposes.

Security

All of the financial information that you enter is encrypted and stored by Tithe.ly's banking partner to PCI DSS Level 1 compliant standards. PCI DSS Level 1 compliance is a set of rules stated by credit card companies and audited by an independent third party. It is the highest possible rating in the electronic payment processing industry.

Additionally, Tithe.ly forces HTTPS for all transaction services. HTTPS is more secure than HTTP. When you send sensitive information over an HTTPS connection, no one can eavesdrop on it in transit. HTTPS is what makes secure online banking and shopping possible.

Creating Your Tithe.ly Account

1. From the Gloria Dei website (gloriadeielca.com), click **Giving** on the main tool bar. The Giving page is displayed.

2. At the bottom of the page, click **Give**. The Giving form opens.

   Note: If you have already set up an account, many of the fields are already populated for you. Go to Designating Your Offering.

3. In the upper right-hand corner, click **Login/Set Up**.

4. Do one of the following:

- If you already have a Tithe.ly account, click **Log in**.

- If this is your first time using Tithe.ly, click **Create Account**. The Create an account page opens.

5. Enter all the information on this page to set up your account, and
    then click **Submit**. A message is displayed that your account is
    successfully created.

6. Click **OK**. A new page prompts you to enter the PIN that you just
    created.

Please enter your pin...

Forgot your pin?

Not your account? Logout

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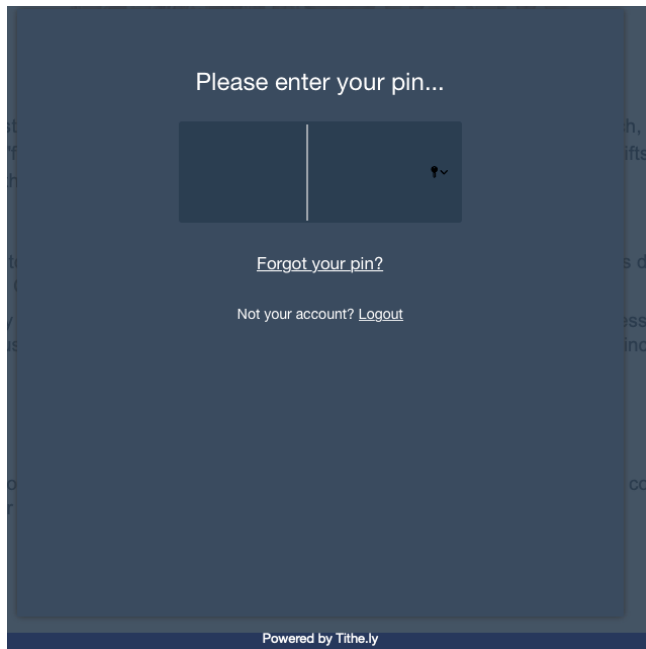
Setting Up Your Credit Card

1. Once you have entered your PIN, the Your Payment Methods page opens.

Your Payment Methods

Credit/Debit Cards: +

Credit/Debit   Bank Account

Powered by Tithe.ly
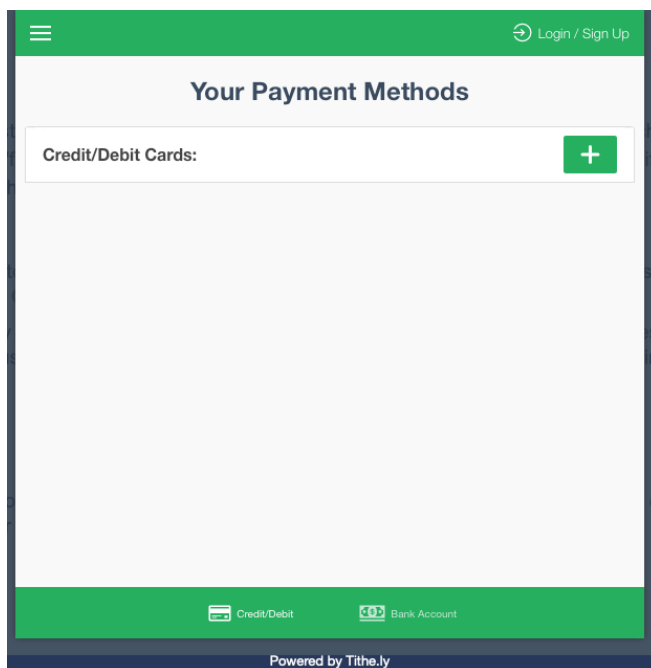
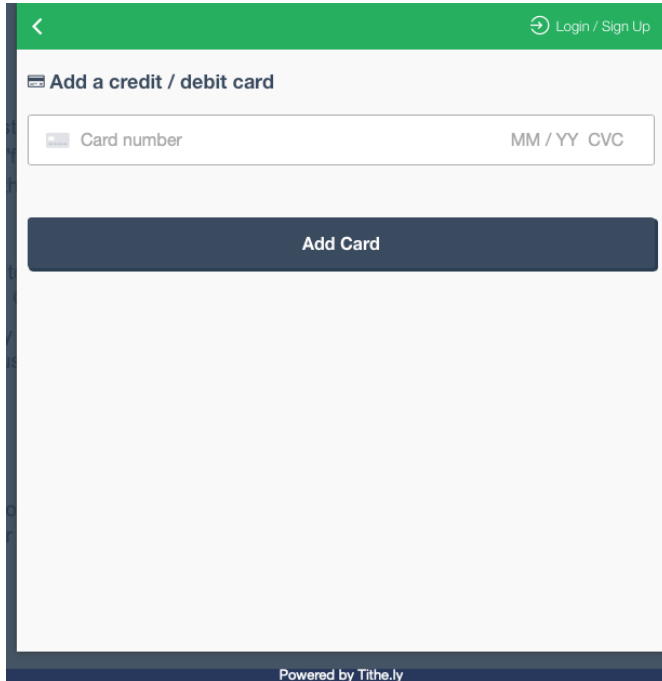2. Click ➕ to open the Add a credit/debit card page.

3. Enter the card number, expiration date, and security code of the card you wish to use, and then click **Add Card**. A message displays that the card has been successfully saved.
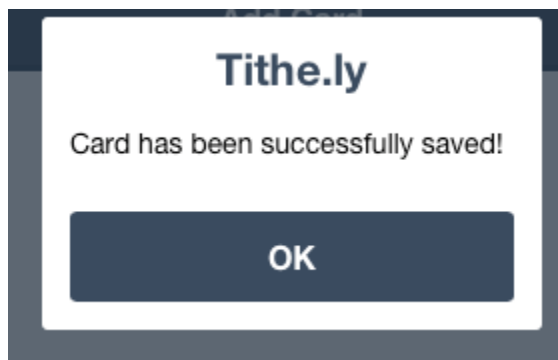
4. Click **OK**. The Login page opens and displays the type of credit card that you entered as well as the last four digits of the card.

Designating Your Offering

1. Enter the amount of your offering. It must be at least $1.00. Click the **Offering** drop-down arrow to display giving options.

Notes:

- If you want to give to Offering and at the same time make another donation such as Altar Flowers, just click **Add Gift** on the Login/Sign Up page. Additional **Amount** and **Give to** dialog boxes enable you to designate another fund and amount.

- Click **Manage Payment Methods** if you wish to delete your current credit card and enter a new one. Your Payment Methods page opens for you to add and delete a card.
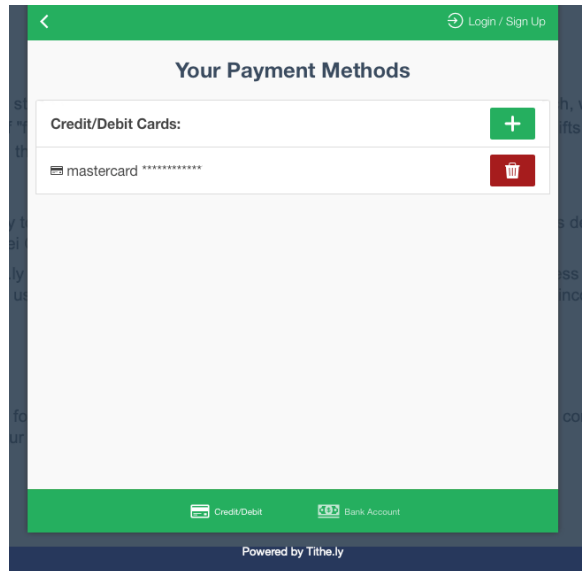

2. Click the **Cover fees** slider on the right to add the processing fees that Tithe.ly automatically adds to each transaction. The processing fee is 2.4% of the amount of your donation. Gloria Dei encourages you to select this option so that the church does not incur these fees.

3. Click the **Setup automated** giving slider to set up an automated giving schedule that is convenient for you. Options include:

   - Every week
   - Every two weeks
   - Every month
   - 1 & 15 monthly
   - Select a specific date

     Note: If you do not select **Setup automated giving**, your donation will be a one-time donation.

4. Click **Give $** at the bottom of the page. This button displays the amount of the donation that you have made including the processing fee if you have selected to cover it. The confirmation window displays your donation and when it is scheduled.
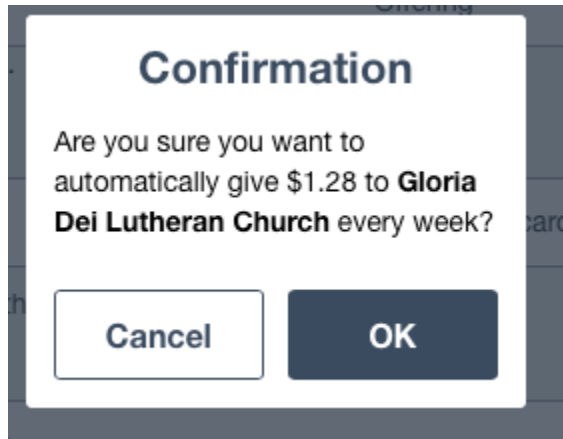
5. Click **OK**. You are returned to the Log in/Sign Up page.

6. To close this window, just click Back ⬅ on your browser, or click the three-line icon in the upper left of the window, and then select Logout.
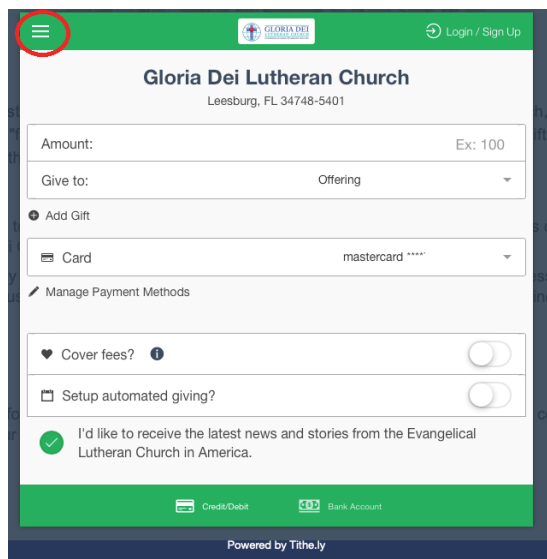
That's it! You just created a Tithe.ly account and set up your first donation. In the future, many of the fields will be automatically populated for you.