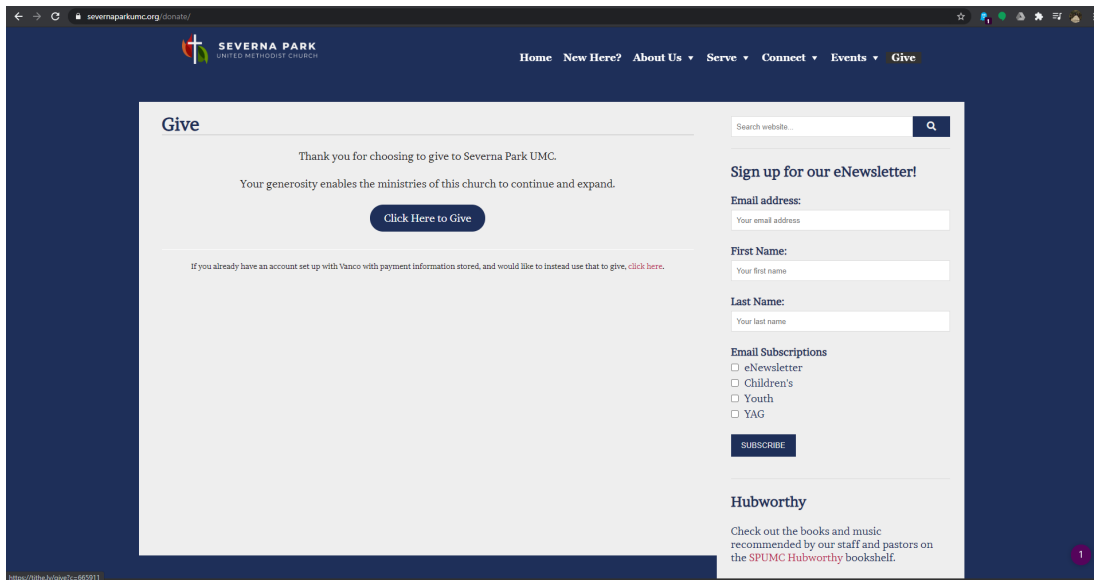
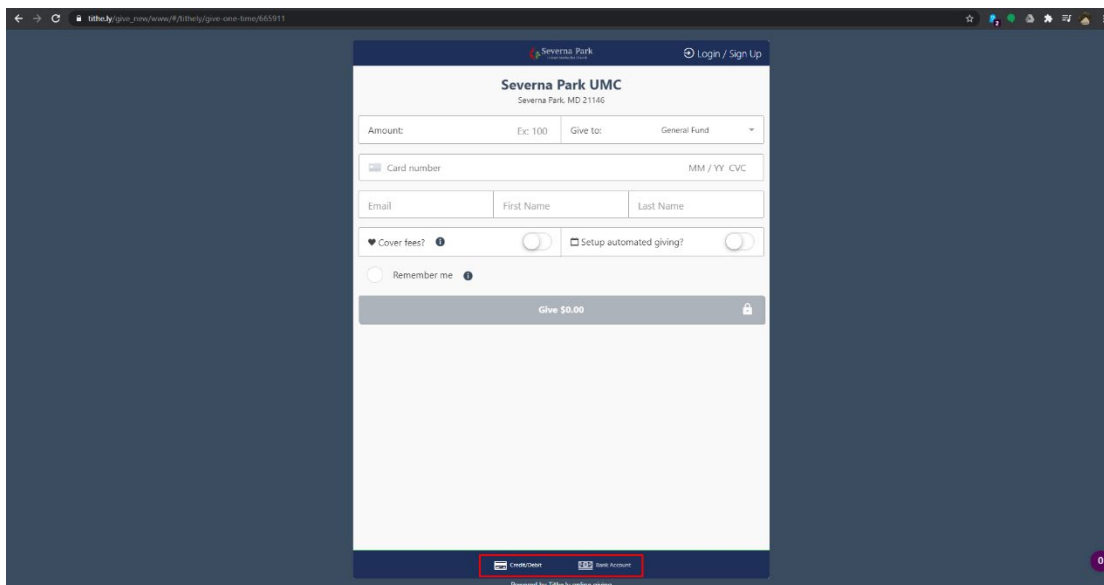


Setting Up Auto-Giving in Tithe.ly

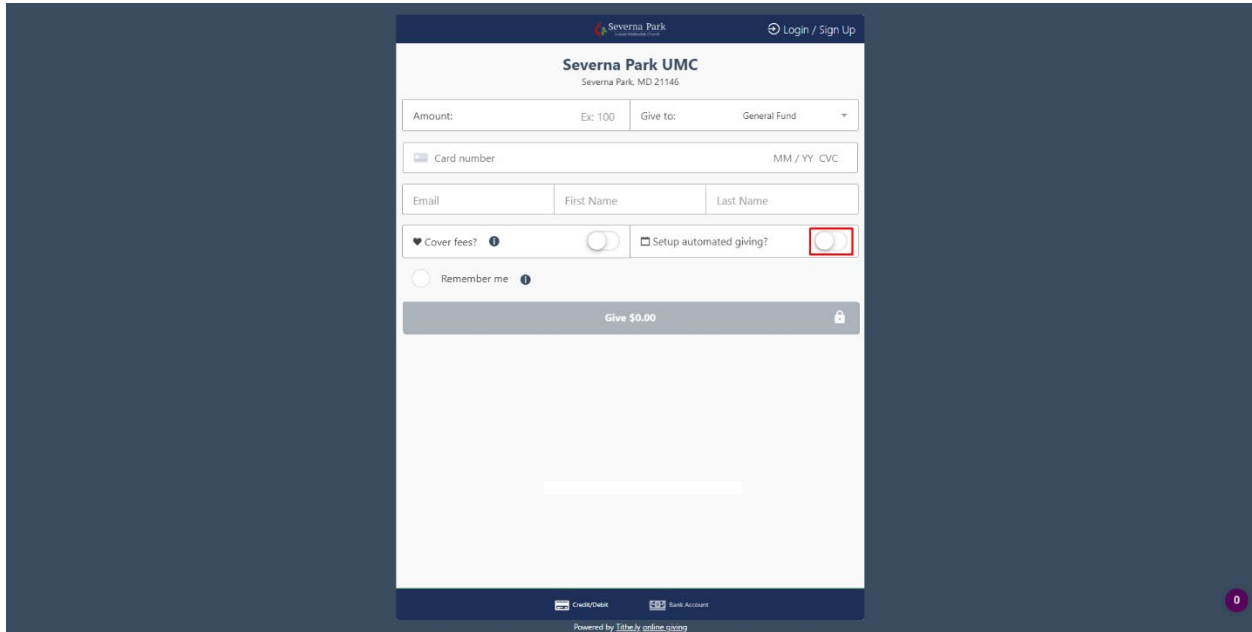
- Go to the Give page (<https://severnaparkumc.org/donate>) and click the button in the middle of the window that says "Click Here to Give"



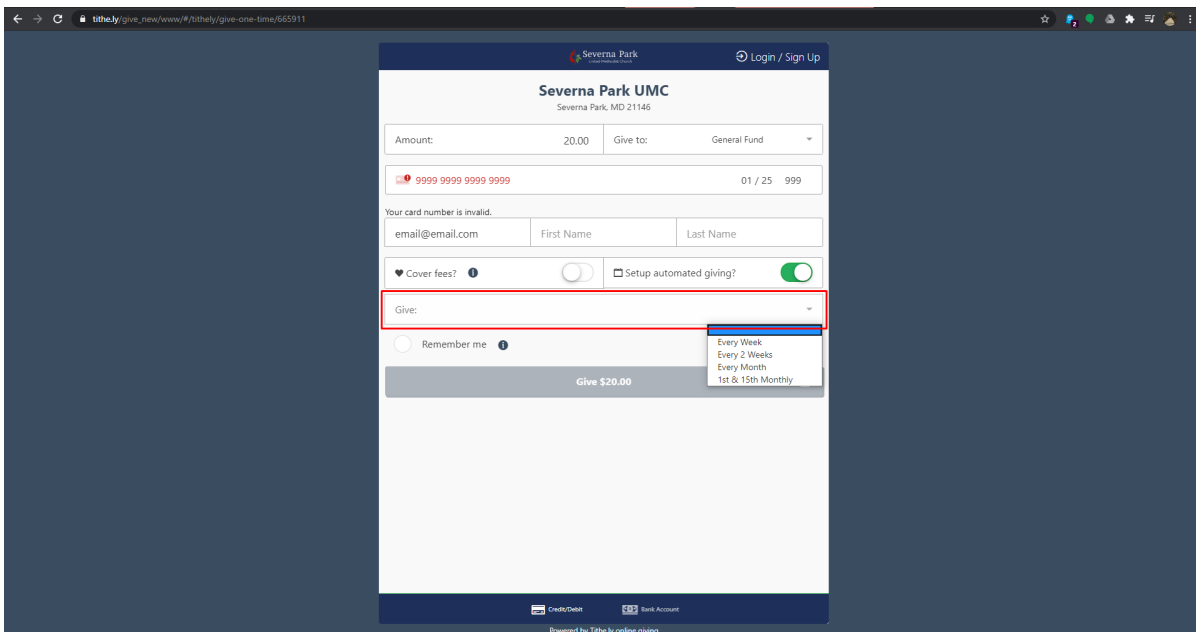
- First, select how you'll be giving at the bottom of the screen. It defaults to credit card, but you can switch to check if you'd prefer by clicking the "Bank Account" button.
 - o This tutorial will be using the credit card screen, but the process is the same for both.



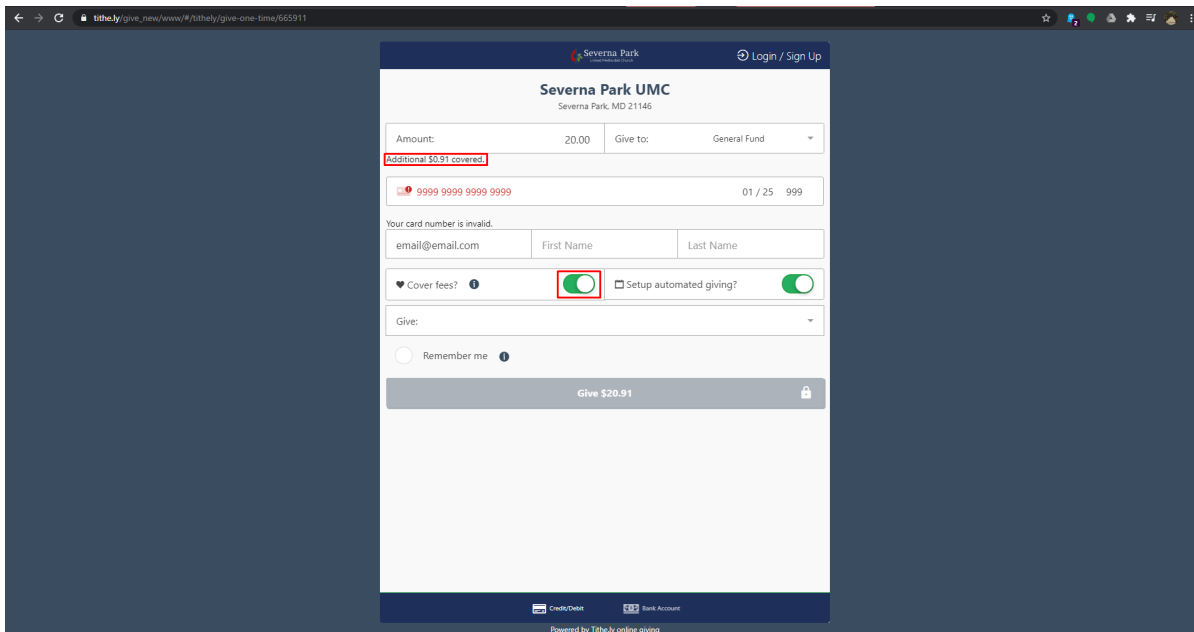
- Fill in your credit card information and click the toggle to Setup Automated Giving.



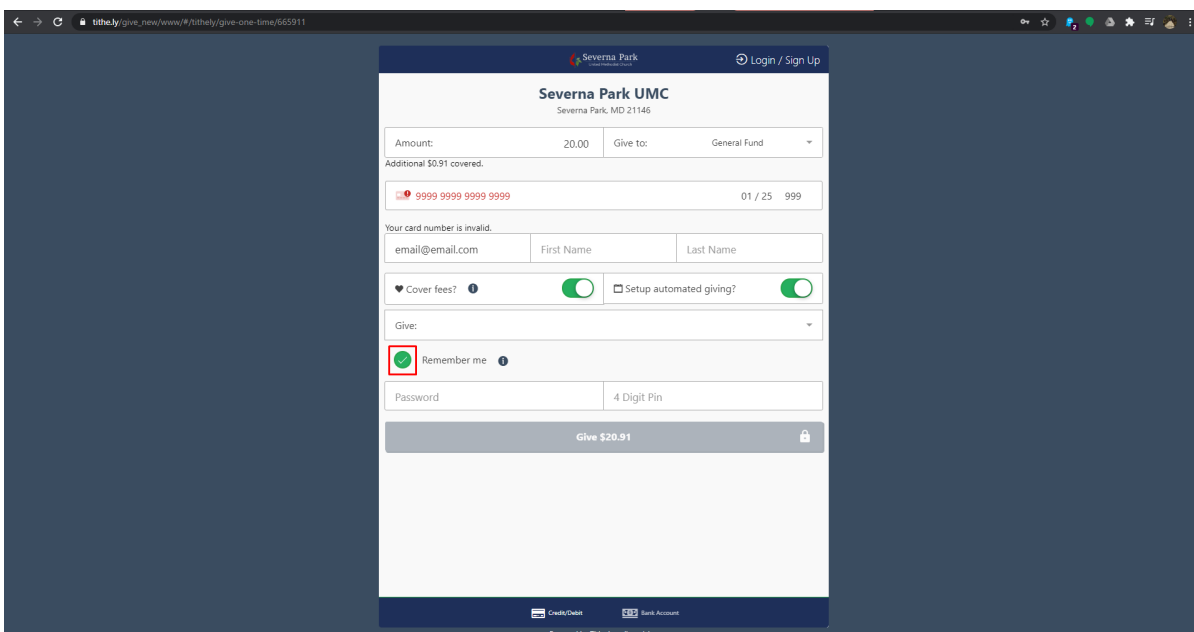
- When you do, a new option will appear allowing you to select the frequency of your automated gift.
 - o Your options include:
 - Every Week
 - Every Two Weeks
 - Every Month
 - On the 1st and 15th Each Month



- **OPTIONAL:** You may choose to cover the processing fees so they are not taken out of your gift.
 - o If you do, a note will appear below the gift amount describing how much is being added in order to cover processing fees.



- Click the box next to the "Remember Me." This will make it easier to edit or cancel your gift(s) in the future.
 - o You will need to provide EITHER a new password **-OR-** a PIN in order to login to your account and access your gifts in the future.



- Finally, click the button at the bottom that says "Give" followed by the amount you are giving. You will immediately be charged for the amount of the gift, and your gift will recur at the frequency you set, using today as the start date.

- Anytime you want to give in the future (outside of the recurring gift you just set up) or edit your recurring gift or information, you'll want to login by clicking the button in the top right of the screen. This will allow you to give quickly using your information that's already stored in the system.

