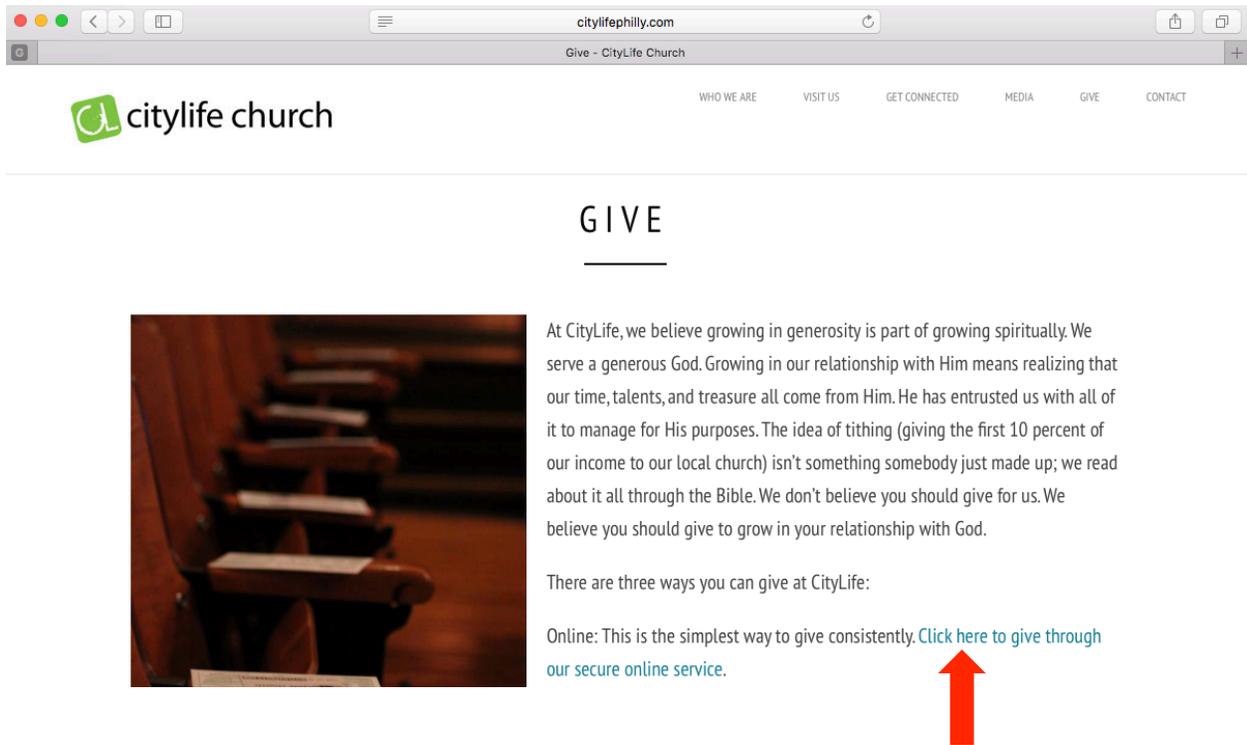
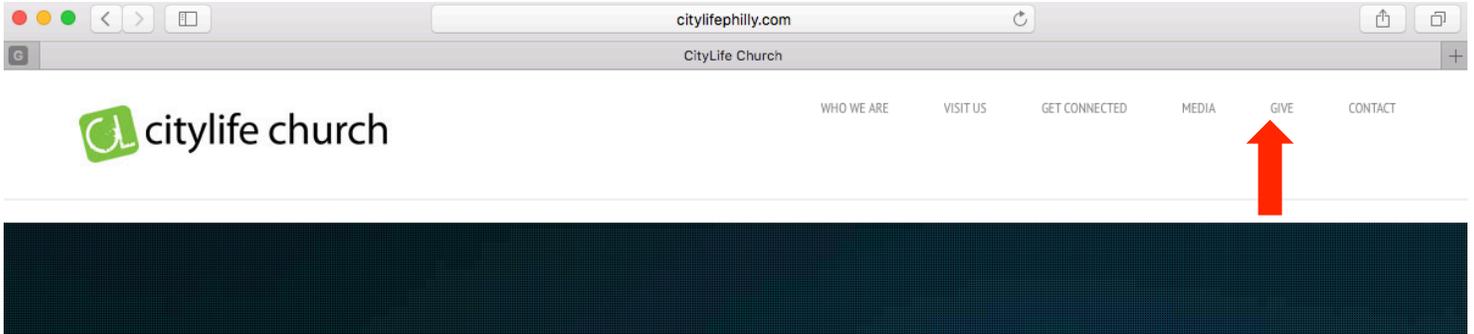


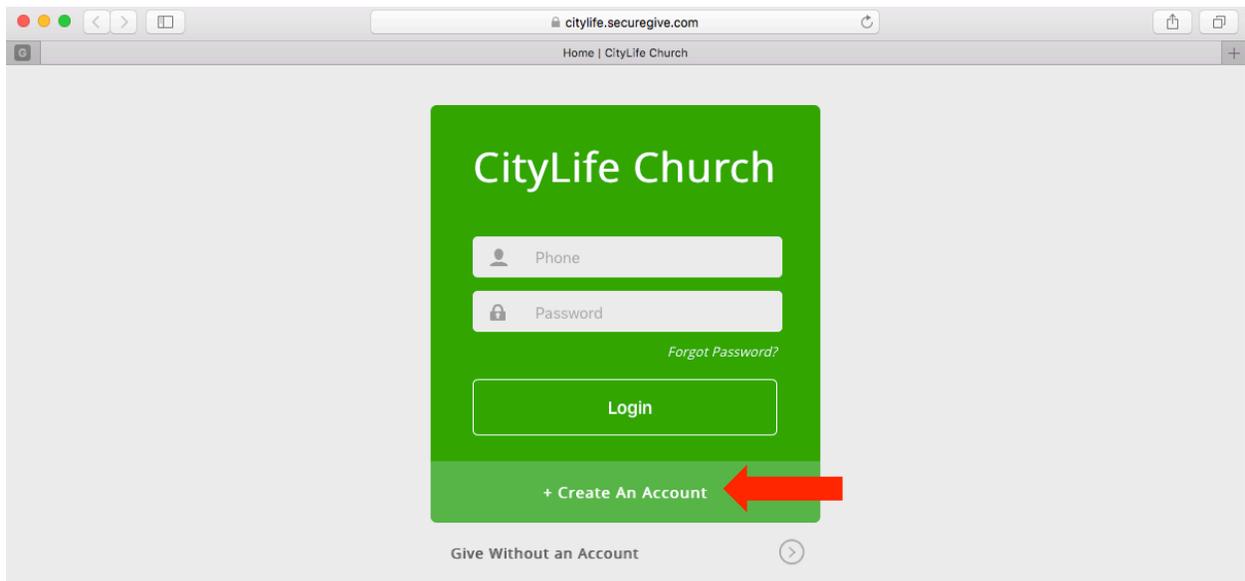
# How to Setup New Giving

Giving on our website is easy, fast, and secure. To give, follow these easy steps:

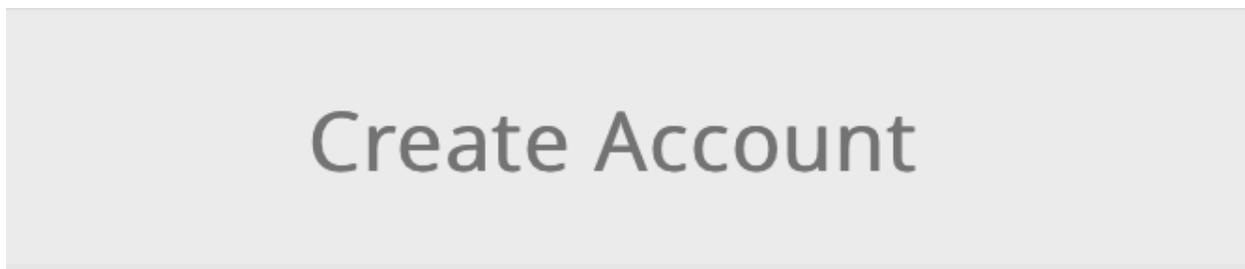
Go to our website [citylifephilly.com](http://citylifephilly.com) and click on the “Give” tab.



Click on the blue link to proceed to our secure giving site.



If you already have an account you can login. If not, you can click the “Create An Account” button.



Phone

---

< BACK      CREATE

You will be prompted to input your phone number, which will serve as your username for your account. If we have your phone number in our database (from previous giving or from what you told us on a connection card) it will display a list of names that are associated with that phone number. Choose your name if it appears or select “New Account.” If we do not have your information, you will simply be moved on to the next step.

You will be prompted to fill in your address and profile information to create an account. If your phone number was recognized, your personal information will be auto-filled with what we have in our database. If we do not have your phone number then the form will be blank.

To finish making your account, create a password at the bottom of the page and click "Create."

## Create Account

Phone  
2675645278

First Name  
CityLife

Last Name  
Church

Country  
United States

Address  
2101 S. Broad Street

Address 2

City  
Philadelphia

State  
Pennsylvania

Zip  
19148

Email  
connect@citylifephilly.com

Organization may contact me through email

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

Password must be eight characters or longer and contain at least one letter and one number / special character.

< BACK CREATE

To make a donation, follow these 3 steps: First, click on the type of transaction you want to make.

# Make A Donation

1 2 3

## Select Transaction

One Time Donation  Recurring Donation

**NEXT >**

Second, type in the amount that you would like to designate into each of CityLife’s funds. You may include a note if you wish. Then click “Next.”

# Make A Donation

1 2 3

## Enter Amounts

Donation (non attenders)	<input type="text" value="0.00"/>
Tithes/offerings (attenders)	<input type="text" value="10.00"/>
Missions	<input type="text" value="10.00"/>
CityLife Worship EP <i>Thanks for purchasing the new CityLife Worship EP! Cost is \$5.00. Enjoy!</i>	<input type="text" value="0.00"/>
CityLife Kids Breakaway Retreat	<input type="text" value="0.00"/>

**Total \$20.00**

Include A Message

Weekly giving.

**< BACK** **NEXT >**

Third, setup the billing information.

If you selected “Recurring Donation” in step 1, select the frequency and the start and end dates of your giving on the top of the page. If you selected “One-Time Donation,” this section will be left blank.

Next, complete the Billing Information at the bottom of the page.

**Make A Donation**

1 2 3

### Recurring Schedule

Start Date: 2/6/2017      End Date: 4/16/2017

Ongoing (No End Date)

**→** Frequency: [Dropdown Menu]

### Billing Information

Save as a default payment method

Card Holder Name: [Text Field]      Card Number: [Text Field]

Expiration Month: [Dropdown Menu]      Expiration Year: [Dropdown Menu]

Security Code: [Text Field]      Billing Zip Code: [Text Field]

MasterCard    Discover    VISA    McAfee SECURE

< BACK      **SUBMIT >** ←

After you fill in the Billing Information, click “Submit.”

After clicking Submit you will be viewing the “Manage Recurring Transactions” screen. You can view all of your Recurring donations here, as well as add more by clicking on the “Create Recurring Transaction” button.

To edit your recurring gift, click on the pencil symbol under “Actions” in the list. To delete a transaction, click the trash can symbol under “Actions.”

**MANAGE RECURRING TRANSACTIONS**

Your recurring transaction has been successfully created.

**Create Recurring Transaction**

Type	Frequency	Start	End	Amount	Recent Status	Recent Date	Active	Actions
Donation	Weekly	10/2/2013	10/2/2014	\$20.00	N/A	N/A	<input checked="" type="checkbox"/>	 

To get back to this page from another place on the site, click on the “Manage Recurring” button on the page header.

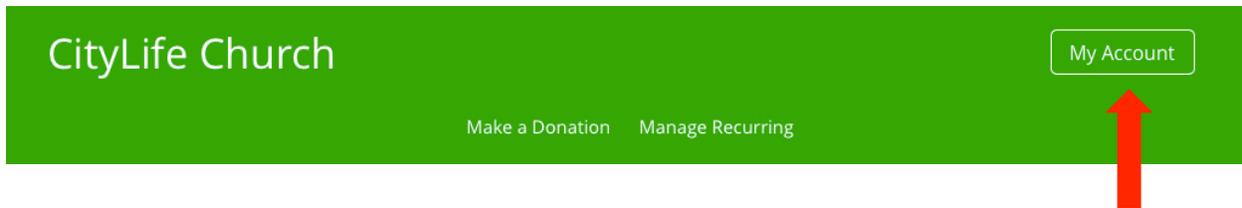
CityLife Church My Account

Make a Donation **Manage Recurring**

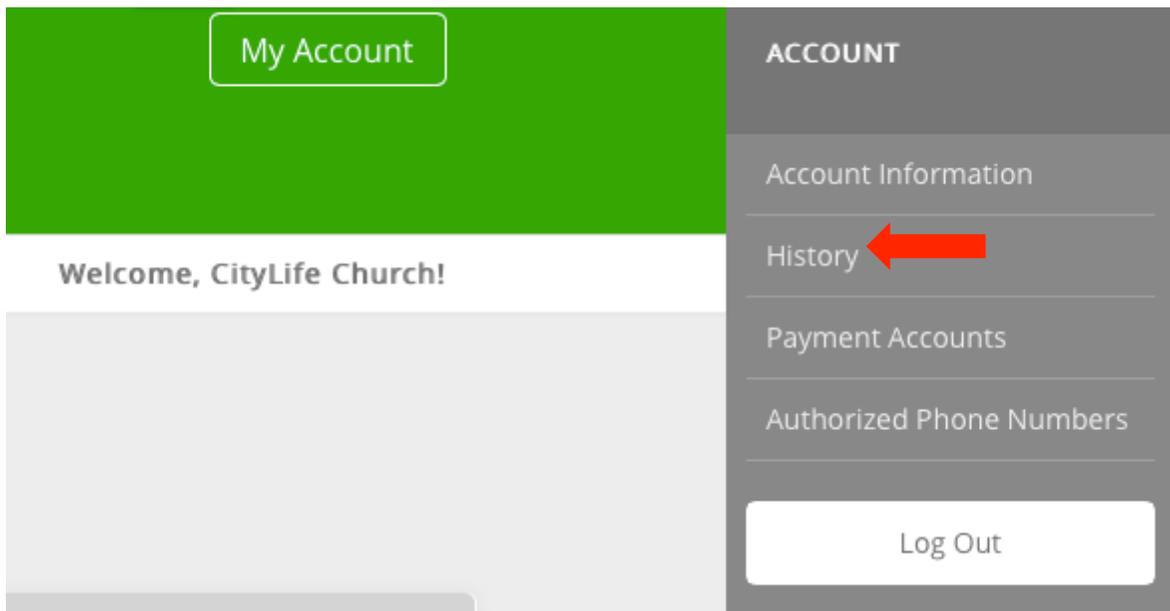
*Continue reading for details about Transaction History* \_\_\_\_\_

## Transaction History

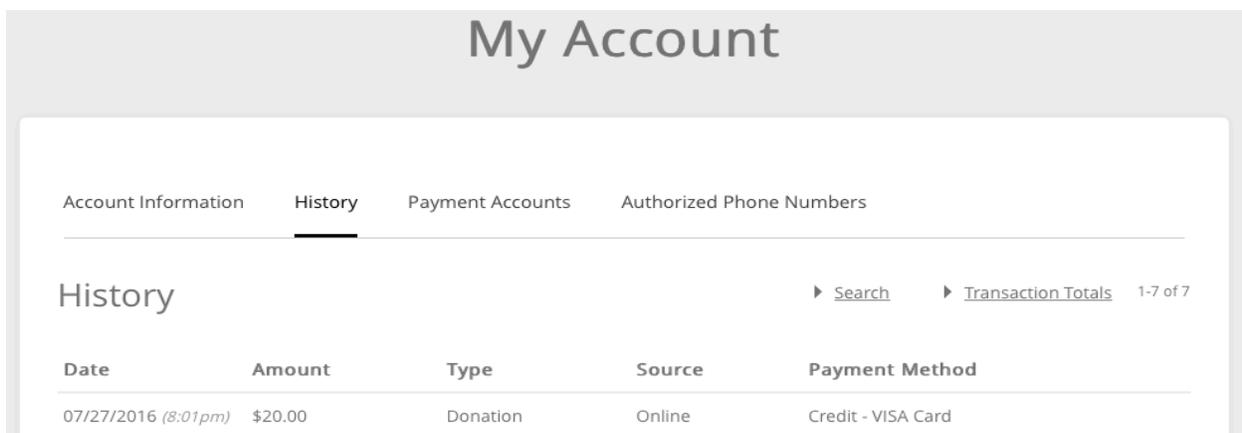
To view your transaction history (all of the donations you have given), click on the “My Account” button in the header.



A gray Account toolbar will appear. Click “History.”



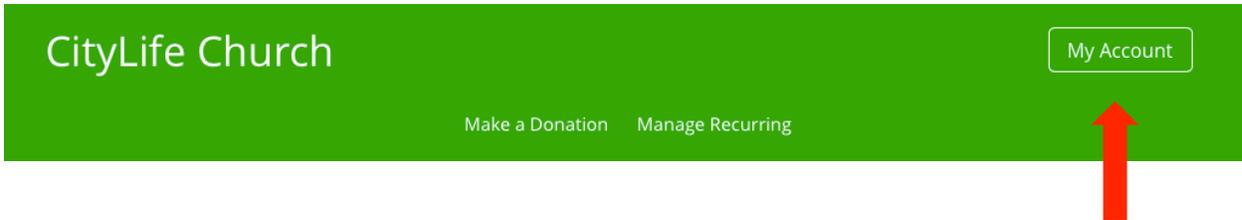
This screen will list all of your scheduled donations and prior transactions.



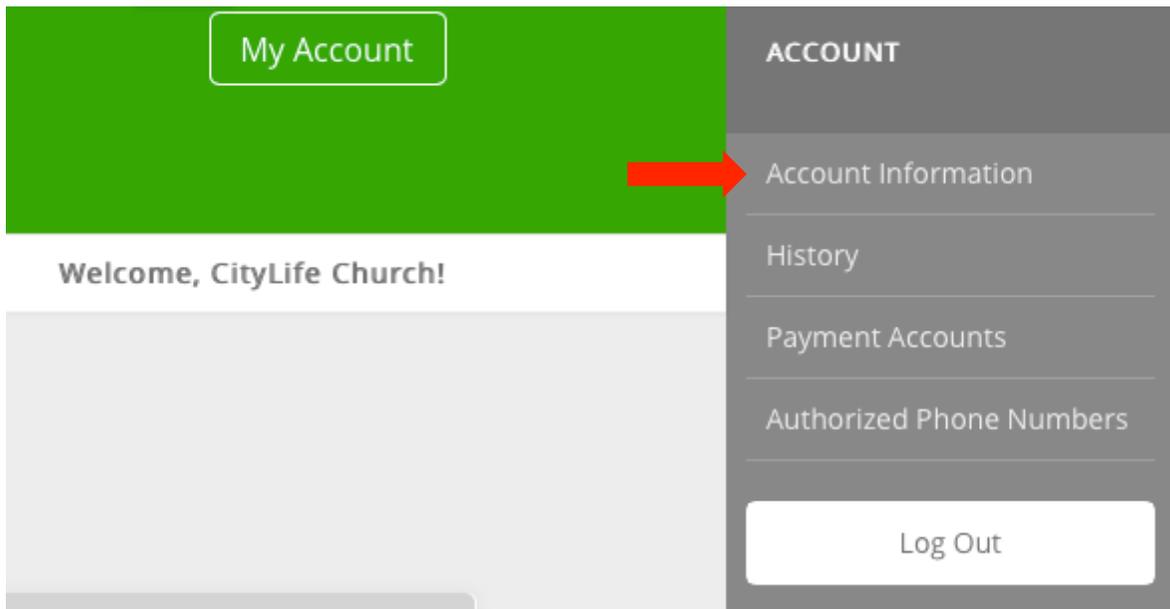
*Continue reading for details about your Account Profile*

## Account Profile

To view your profile with your address, email, and phone number, click on the “My Account” button in the header.



A gray Account toolbar will appear. Click “Account Information.”



You can update your information or change your password on this page.

CityLife Church Make a Donation Manage Recurring My Account

Welcome, CityLife Church!

## My Account

[Account Information](#) [History](#) [Payment Accounts](#) [Authorized Phone Numbers](#)

### Account Information

First Name	<input type="text" value="CityLife"/>	Address	<input type="text" value="2101 S. Broad Street"/>
Last Name	<input type="text" value="Church"/>	Address 2	<input type="text"/>
Phone	<input type="text" value="2675645278"/>	City	<input type="text" value="Philadelphia"/>
Email	<input type="text" value="connect@citylifephilly.com"/>	State	<input type="text" value="Pennsylvania"/>
Country	<input type="text" value="United States"/>	Zip	<input type="text" value="19148"/>

Organization may contact me through email

### Password

New	<input type="text"/>	Confirm	<input type="text"/>
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[SAVE CHANGES](#)

**Thank you so much for setting up your new online giving profile at CityLife Church!**