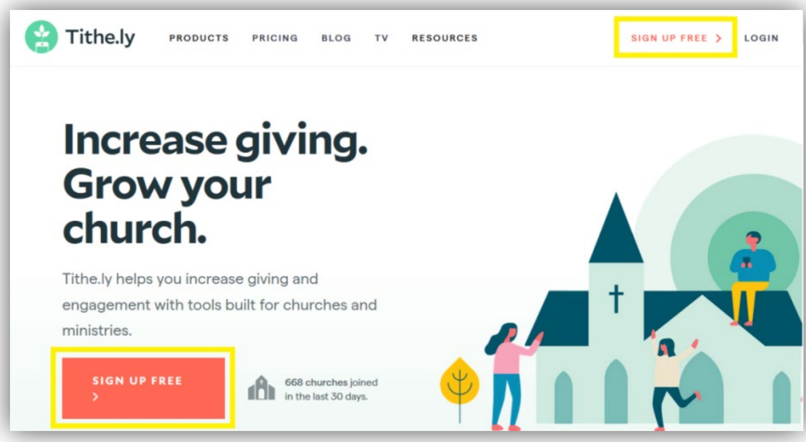
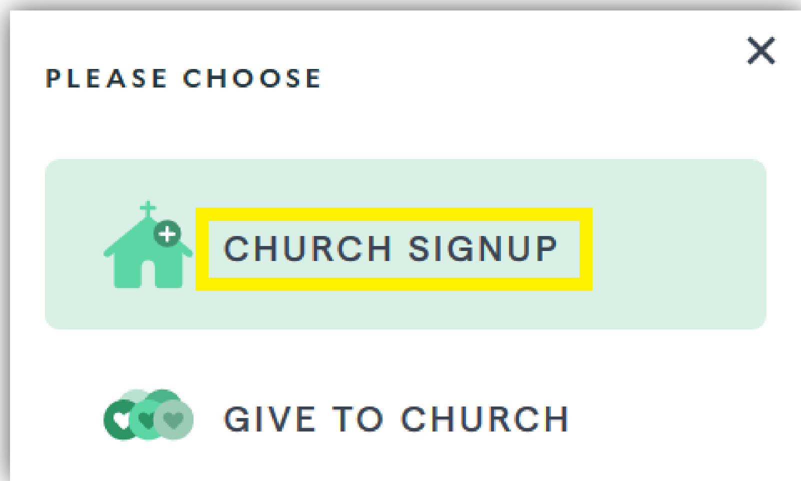
How to Set Up Online Giving

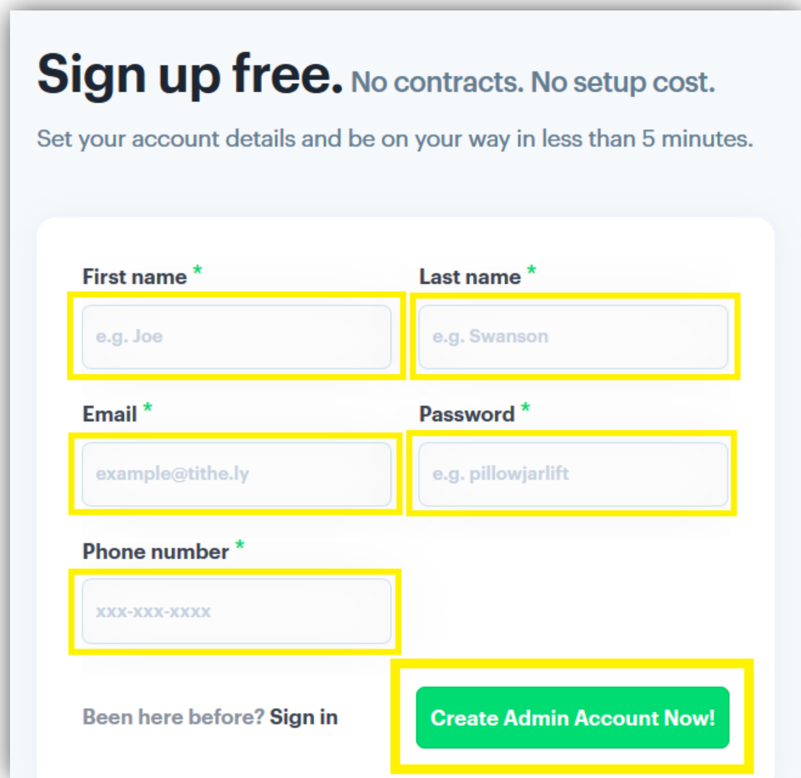
Step 1: Go to https://get.tithe.ly/ and click on "***Sign up Free***" in the top right or bottom left



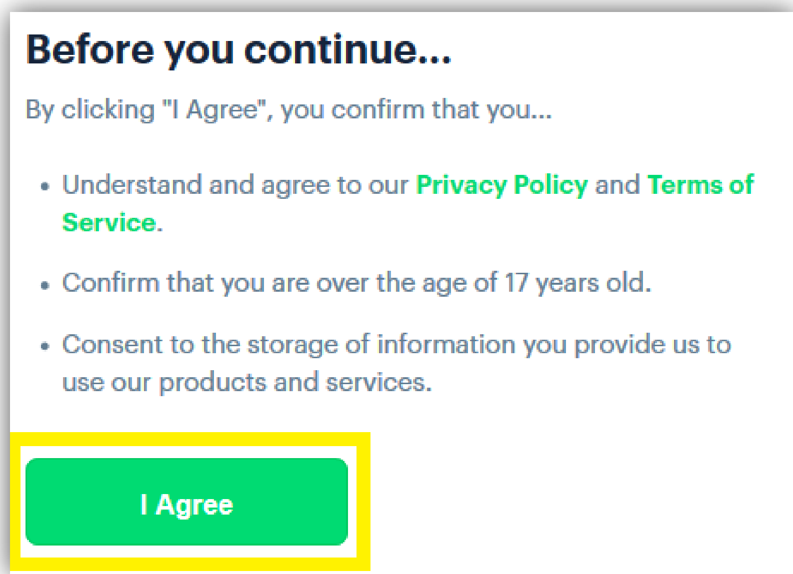
Step 2: Click on "***Church Signup***"



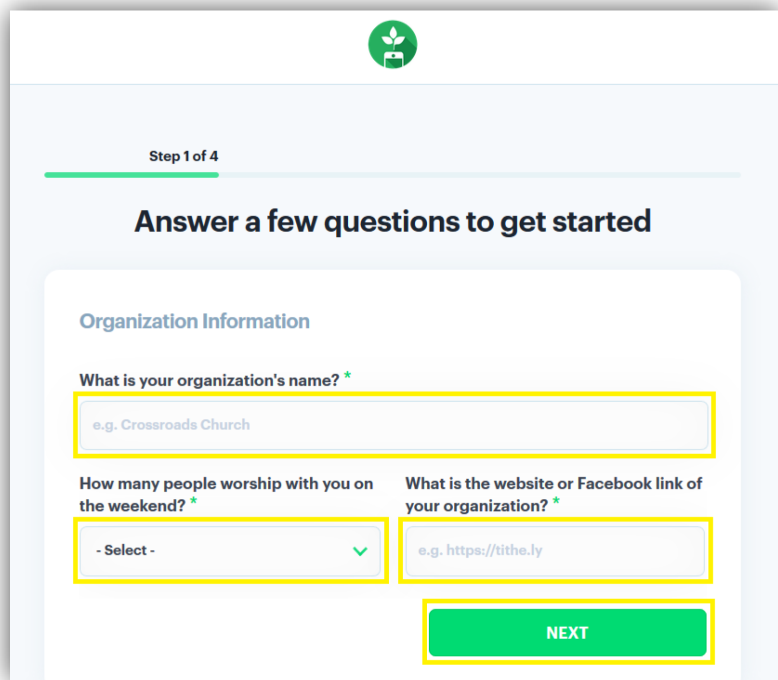
Step 3: Fill out the information in the form below, then click "***Create Admin Account Now!***"



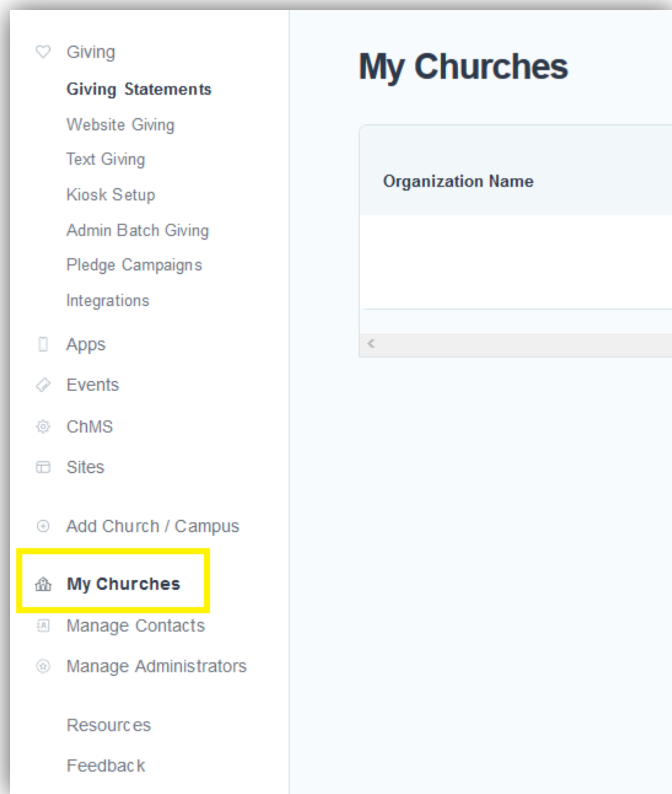
Step 4: Click "***I Agree***" on the following prompt



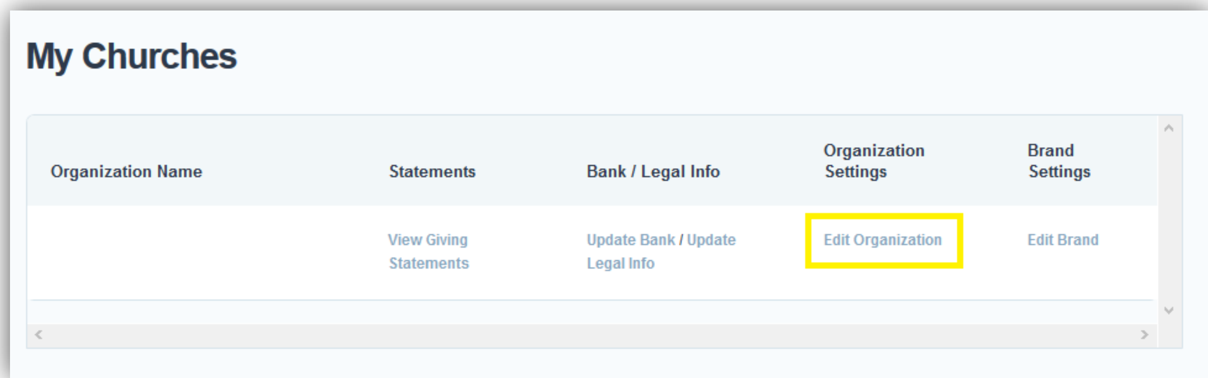
Step 5: Fill in the information on the next 4 pages, then click "***Next***" on each page



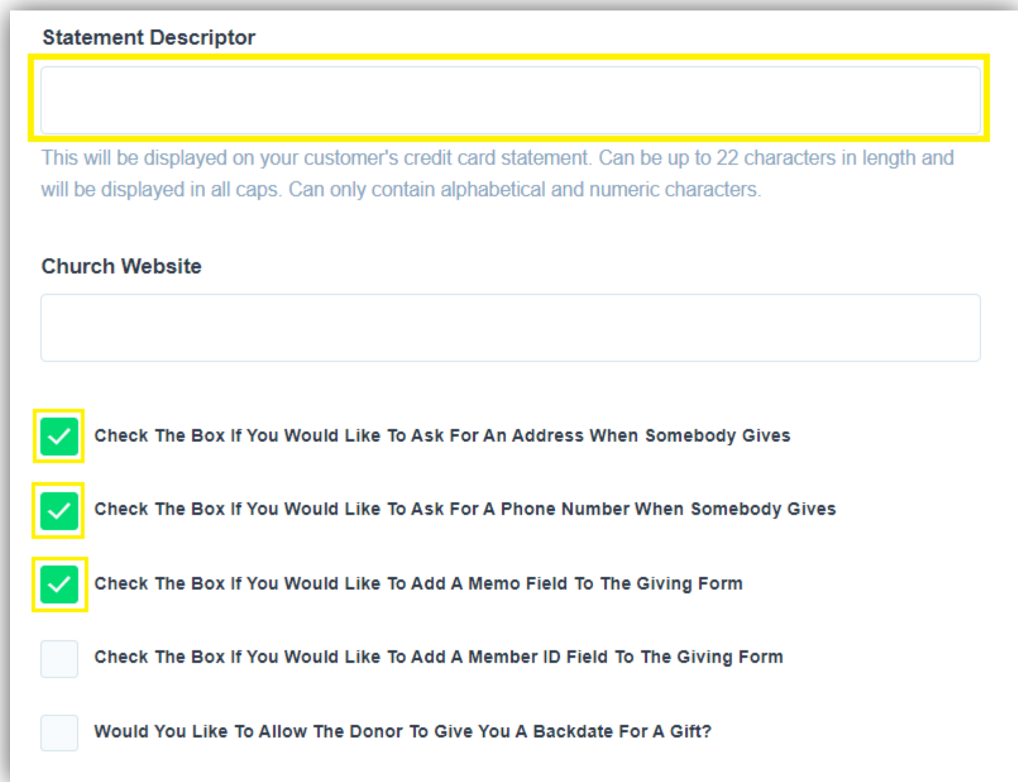
Step 6: Once your account is created, click on "***My Churches***" from the bottom left panel



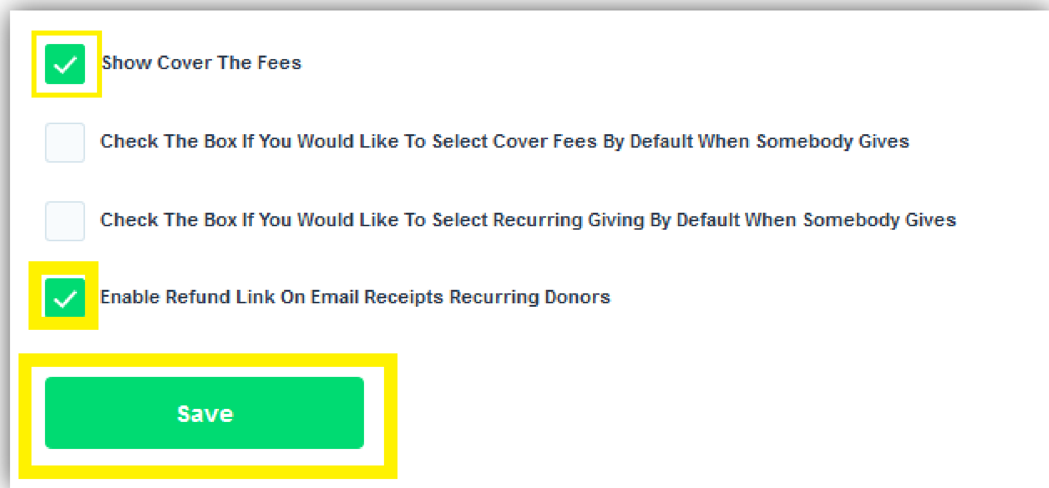
Step 7: Click on "***Edit Organization***"



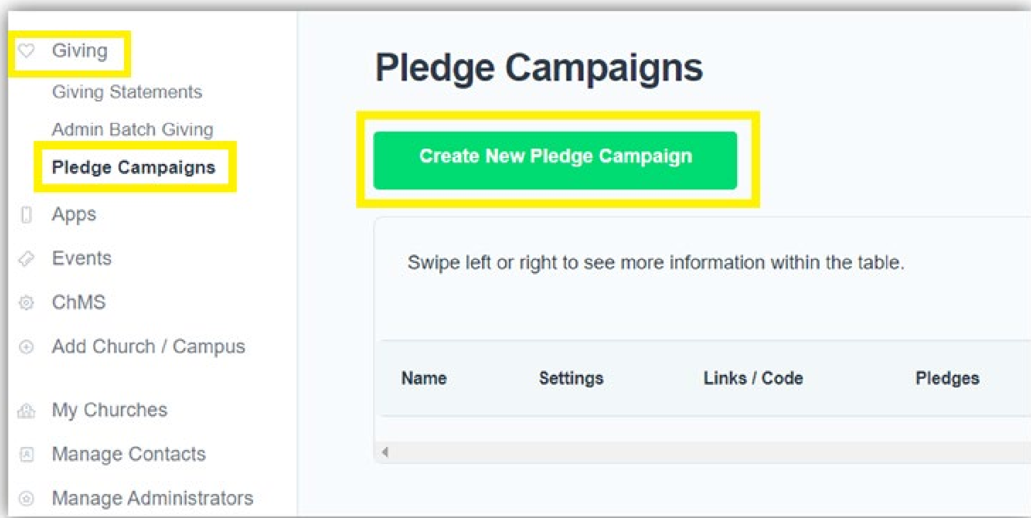
Step 8: Enter a "***Statement Descriptor***" *(This is what will display on donor's billing statements),* and ensure the first 3 boxes below are checked.



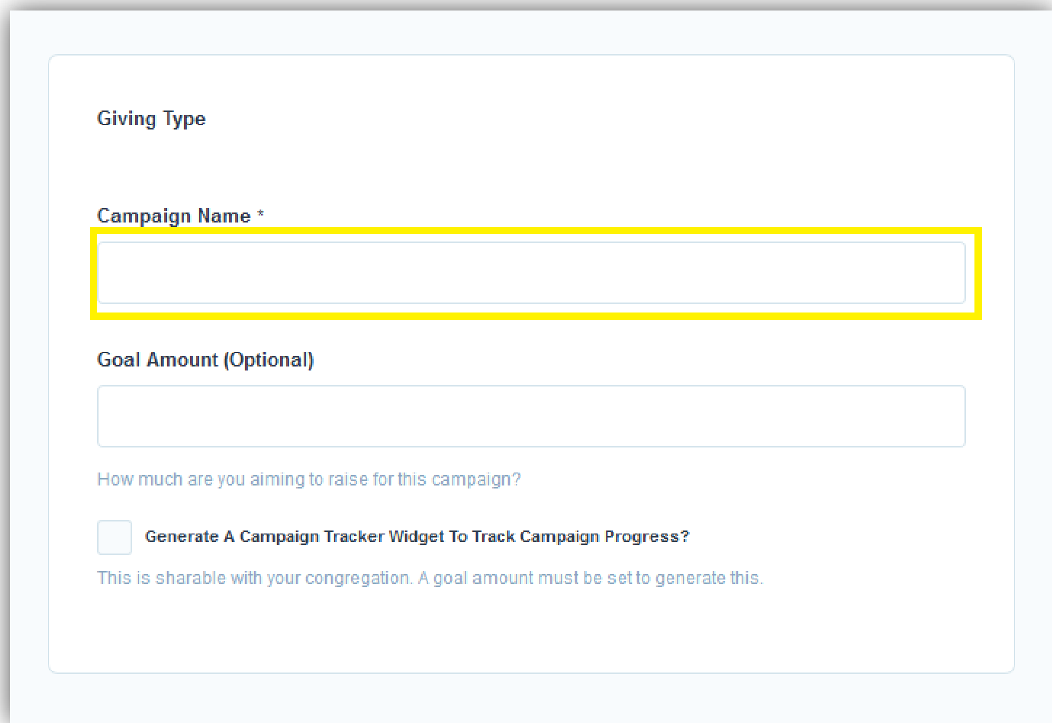
Step 9: Scroll down to the bottom of the page to ensure the follow two boxes are checked as well, and then click "***Save***"



Step 10: Click "***Giving***" and then "***Pledge Campaigns***" in the left panel, then click "***Create a New Pledge Campaign***"

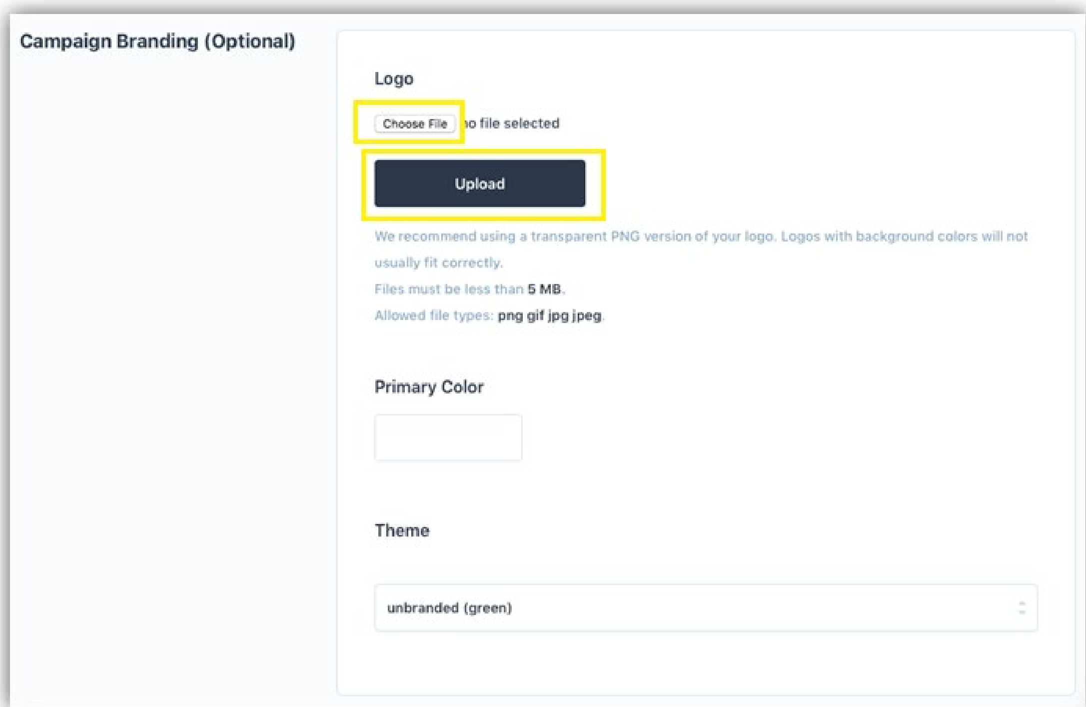


Step 11: Enter your "***Campaign Name***" and an optional goal amount

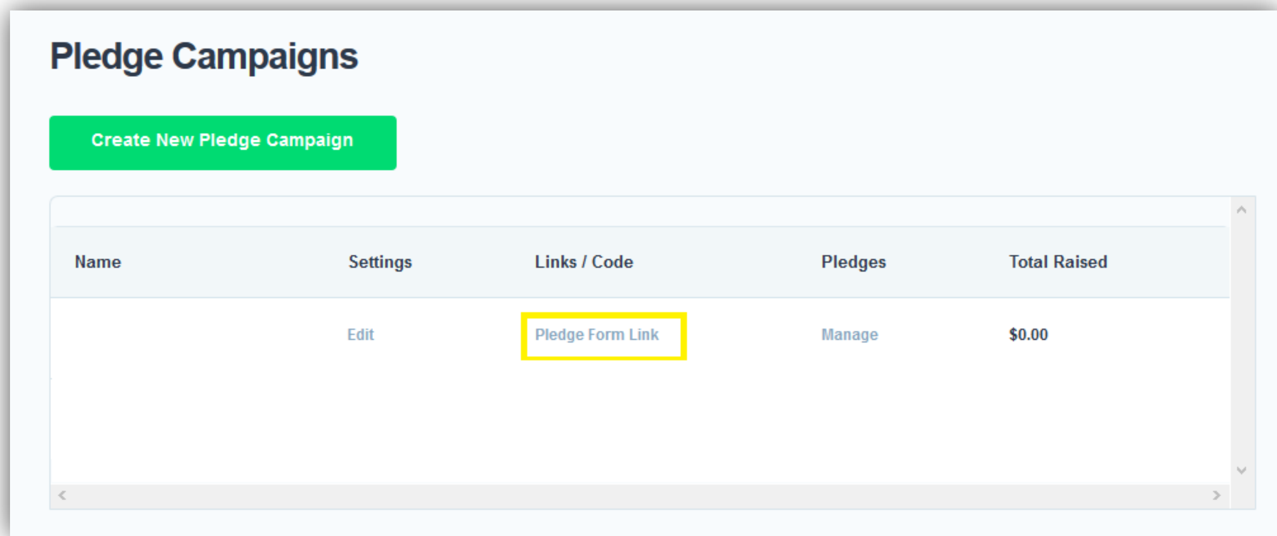


Step 12: Upload optional campaign branding for your donors to see when setting up a pledge

1. Click "***Choose File***" and select the file from your computer, then click "***Upload***"
2. Select any other branding/design options below
3. Click the green "***Save***" button at the bottom of the page



Step 13: Finally, share your ***"Pledge Link*"** by navigating to the left panel to click on **"Giving"**, then **"Pledge Campaigns,"** then **"Pledge Form Link."** Your Pledge Form will appear in a new window. Copy and paste the link from the new Pledge Form window and share it**.**



To Edit your Pledge Campaign:

Click on "***Edit***" next to your pledge that has been set up and make your changes

To Manage Donations to a Pledge Campaign:

Simply click on "***Manage***" and you should be able to see this information.