

First Parish Church, York, Maine
eGiving Getting Started Information/Guide

Step/Action to be taken	Instruction Comments
Ensure you have internet access	Test that you have access to the internet by launching your Web browser of choice
Connect to FPC Web page	http://firstparishyork.net/
On Home page of FPC Web page click on Donations	Home, Hospitality, Donations , About Us, Ministries... across the top of the page
Once you click on Donations you'll be viewing another screen Donations	This Screen gives you the ability to navigate to several choices, Invitation to make a Giving Estimate; Estimate of Giving Form; Estimate of Giving - FAQ's; Give Online ; and Planned Giving
From here you can conduct several activities e.g. Giving Estimate; Estimate of Giving Form; Estimate of Giving - FAQ's; Give Online ; and Planned Giving by clicking on one of the subjects.	By clicking on Give Online you will see another page view called Give Online , in the middle of the page you'll see a button and by clicking on this <u>button</u> you will be taken to the FPC TITHE.LY Web page.
Click on Give Online button	You are now viewing the FPC/TITHE.LY web page
Let's take view of the page before we go further.	At the top of the page the Blue border section you'll see two (2) sections Login/Sign Up we will want to take action on both of these options which will be explained later
On the first line you see Amount on right side and Give to on the left	Later you will click on the Amount and enter the donation dollars (please note the decimal point when you enter the amount) You will also need to use the dropdown menu to select the fund you want the donation to be given.
The next several lines are credit/debit card and personal information	Note <u><i>your name needs to be the same as appears on the Credit/Debit card.</i></u>
Next you see a Note/memo field	You may use to further define donation or if a Memorial the name of the person
Next are two (2) buttons left for donor to pay for processing fee and Right Setup for Automated Giving	Click on one or both as your preference, if you click on the Left "processing fee" you will see the amount show-up in the top under Amount. If you click on the Right "Setup Automated" you will see selections for the frequency to choose. Fees: Credit/Debit 2.9% + .30 ACH 1% +.30
If you scroll down to bottom below the Give Button you will see icons for Credit/Debit and Bank Account	The Credit/Debit is the page we just viewed and if you click on Bank Account it will show a different input screen for setting up ACH electronic bank transfer.
The final step is clicking on the Give Button	Whether you use Credit/Debit or ACH electronic bank transfer once all the data is entered and for you to execute you need to click on the Give button. Thereafter, you will

	get a confirmation message and an email receipt will be sent
Additional information and answers to FAQ's can be found through the TITHE.LY Knowledge Base	Go to http://get.tithe.ly/ at top page see FAQs and MORE , place your cursor over MORE and left click on Knowledge Base , the next few sheet are from that Knowledge Data Base.
Let walk through the Sign In process	When you first login through http://firstparishyork.net/ and Donations , you can click on <u>Give Online</u> and then clicking on the Green Give Online button. You'll see a screen change to the First Parish Church of York, Maine Page. Top Right corner you see Sign Up , <u>click on it</u> .
You now see TITHE.LY page with Create Account and Reset Password	Click on Create Account and following the instructions and completing the answers to the questions/requests.
It's important to Create Account	Once you have an account you use this for logging in and it provides you with the ability to look a donation reports for donation amounts, dates, etc.. This could be use to reconcile your Credit/Debit Cards or Bank Statements. In addition, you can make changes to donation level and frequency. Before donating Create Account!! You will have to remember your Password and four (4) digit PIN
Now you can go through the First Parish Web page and Give Online and Login	Now your back to the TITHE.LY page and you can enter your email and Password to Login. After you click on Login you will be ask for your 4 digit PIN.
Now you're at the First Parish and TITHE.LY Donation screen	Now if you scroll down the page in the bottom blue section you will see Credit/Debit and Bank Account as we cover on previous page those different screens and ways of making a donation
Now scroll back to top of page, top left corner you see three (3) lines	Click on the 3 lines and a menu will show Where To , you can logout of your account from this menu, review your giving statement and etc..
Clicking on Home allows you to go to other options	Let go to Find a Church, we have set up another First Parish Donation page FPC - Special Events type in the Find a church space FPC - Special Events
FPC - Special Events" .. We will use this page/designation to record charges for NE Sings, MarketFest, Wreath and Greens, and any other type of payment to the church that is not considered to be a charitable donation.	The pages look just like the ones we review but now have different dropdown menu for Give To
Hope these two pages can get you started with eGiving,	Don't forget to use the FAQ's and Knowledge Base to provide addition instructions from TITHE.LY