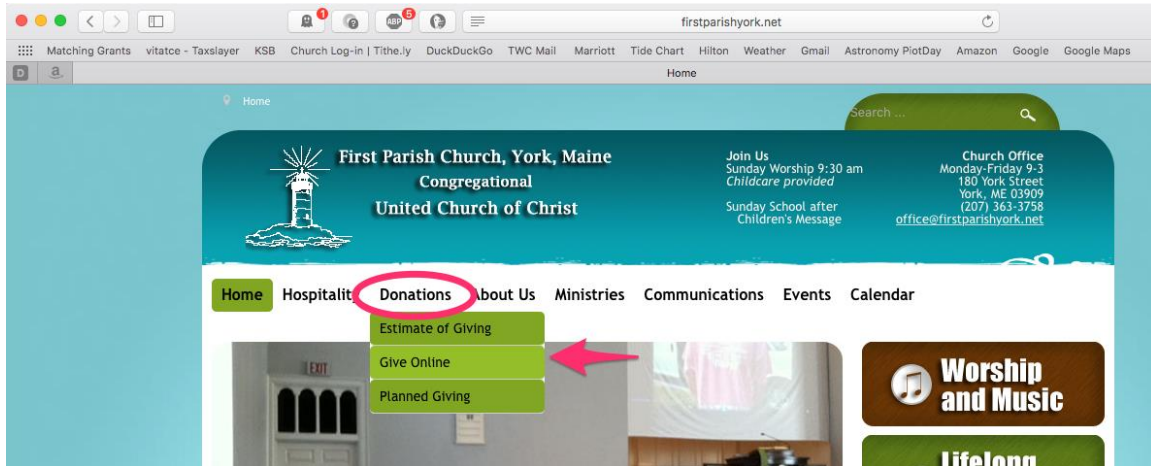


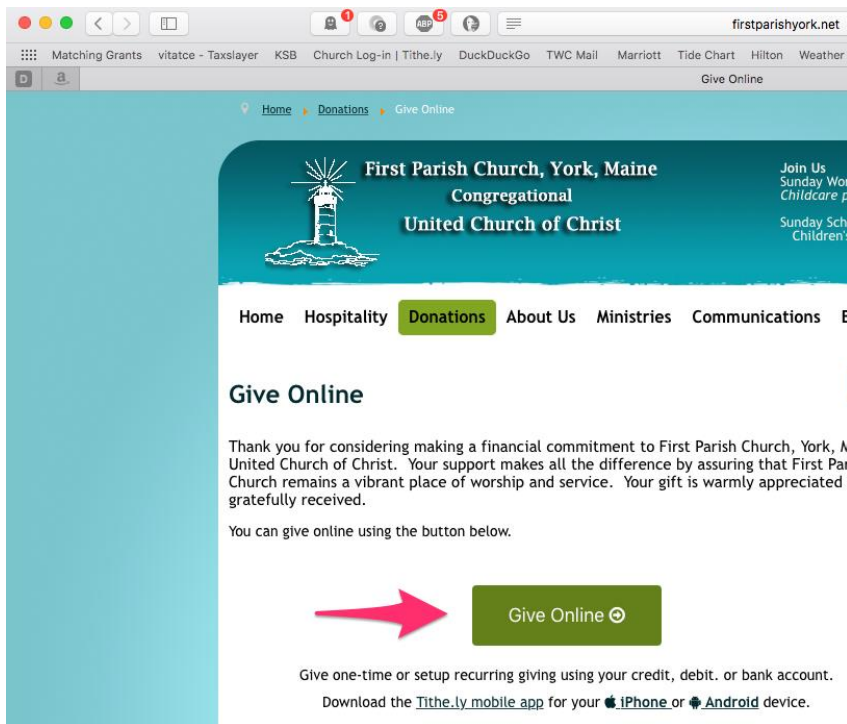
How to Update Your Tithe.ly Payment Information

The following is based on a mac OS. For Windows, there may be minor difference in what will be presented following the below steps.

Go to the First Parish Church website (firstparishyork.net). Click on “Donations” and select “Give Online” from the drop-down.



Click on “Give Online” button.



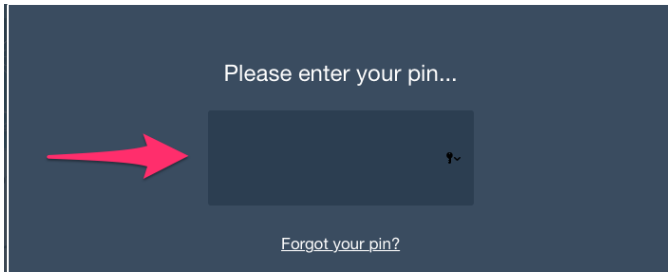
Click on "Login".

The screenshot shows a mobile application interface for a church's donation page. At the top right, there are "Login" and "Sign Up" buttons, with "Login" circled in red. The header identifies the church as "First Parish Church, York, Maine -- United Church of Christ" with the address "York, ME 03909". Below this is a donation amount field set to "Ex: 100" and a "Give to:" dropdown menu showing "Offering FPC General Fur". The form includes fields for "Card Number", "CVV", "MM/YYYY", "Email", "Full Name", "Phone Number", "Street Address", "City", "State/Province", "Postal Code", and "Country" (set to "United States"). There is also a "Note / memo (optional)" field. At the bottom, there are toggle switches for "Cover card processing fees?", "Setup Automated Giving?", and a "Remember me" checkbox. A "Give \$0.00" button is visible at the bottom of the form area. The footer indicates "Powered by Tithe.ly" and shows payment options for "Credit/Debit" and "Bank Account".

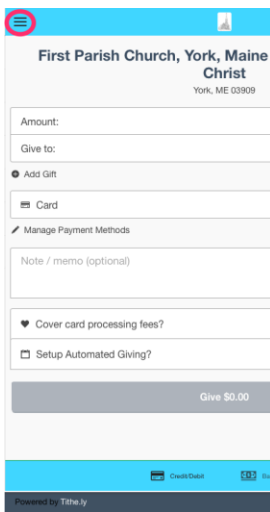
Enter your email address for your Tithe.ly account and password and click on "Log In" button.

The screenshot shows the Tithe.ly login screen. The background is green with the "TITHE.LY" logo at the top. Below the logo are two input fields: "Email" and "Password", both circled in red. Below these fields is a "Log In" button, which is highlighted with a red arrow. Underneath the "Log In" button are two dark blue buttons: "Create Account" and "Reset Password". At the bottom right, there is a small white icon of a plant growing from a podium. The footer indicates "Powered by Tithe.ly".

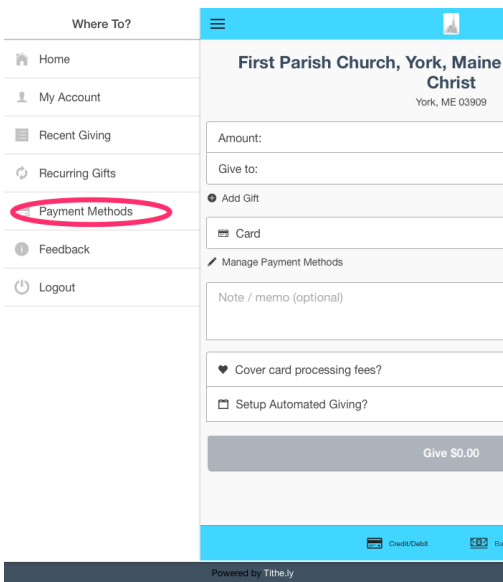
Enter your 4 digit Tithe.ly pin on the next screen.



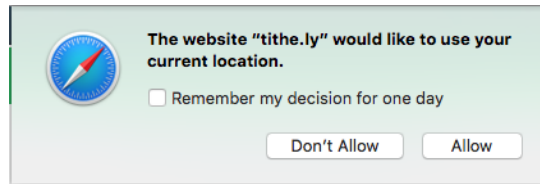
Click on open menu sidebar icon.



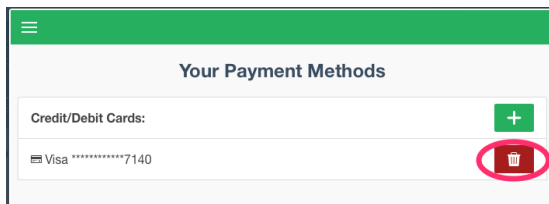
On menu side bar, click on "Payment Methods"



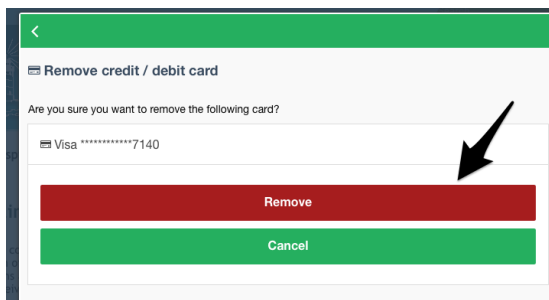
After clicking on “Payment Methods”, you may receive the following message. Click on either “Allow” or “Don’t Allow”.



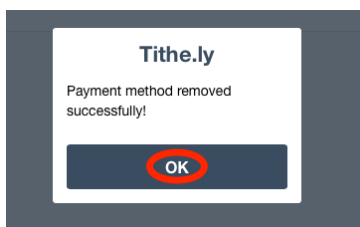
On the following screen, click on the red trash can button to delete your current credit card information.



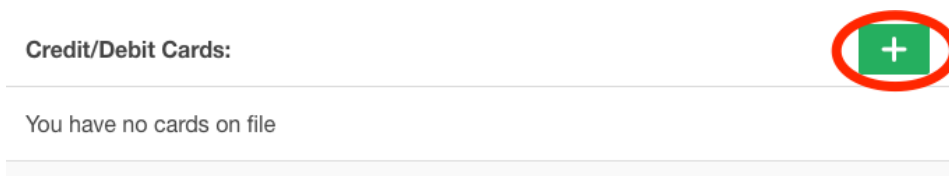
Confirm deletion of card by click on “Remove”.



After clicking on “Remove”, you will receive the following confirmation. Click on “OK”.



On the screen that follows, click on the green “+” button.



On the following screen, enter your updated credit card information. Note, that expiration date must be entered as “mm/yyyy”. Then click on “Add Card”.

<

☰ Add a credit / debit card

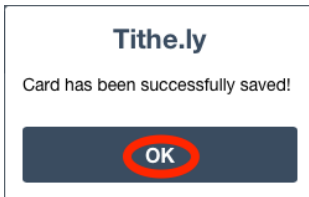
Card 1234123412341234

CVC 123

Exp Date 03/2020

Add Card

You will receive the following confirmation. Click on “OK”.



Click on open menu sidebar icon.

☰

First Parish Church, York, Maine
Christ
York, ME 03909

Amount:

Give to:

● Add Gift

☰ Card

✓ Manage Payment Methods

Note / memo (optional)

♥ Cover card processing fees?

☐ Setup Automated Giving?

Give \$0.00

☰ Credit/Debit

Powered by Tithe.ly

On menu side bar, click on “Logout”. This is an import step as Tithe.ly does close the session out when you exit the browser. This means that someone else using your computer could log in to your Tithe.ly account with out having to provide any credentials. You must physically “Logout” to end the session. (Clearing browser history will also result in one having to provide credentials to log back in.)

