

eTithing Help Guide

CREATE A RECURRING CONTRIBUTION



An account is required to make a recurring contribution. Go to www.eTithing.org and click **Sign-Up** in the top right of the screen to create one.

Sign-Up

Sign-In

Sign-In to your eTithing account and use the following steps to create a recurring contribution:

Step 1: Find Your Congregation

Scroll down the screen and find your congregation's box.

Keep going there are over 600!

*You can also **SELECT** Worldwide Mission Tithes if you wish to give directly to the church and not through a congregation.*

Once you have found your congregation's box click **SELECT**

Community of Christ

Make a selection from the options below.

ABUNDANT LIFE CENTER MO (54) 5130 Faraon St St Joseph, Missouri 64506 SELECT	ALASKA MI (535) 8146 68th St SE Alto, Michigan 49302 SELECT	ALLEGAN MI (540) 1300 Jenner Dr. Allegan, Michigan 49010 SELECT	ALPENA MI (559) 126 Clinton St. Alpena, Michigan 49707 SELECT
ALVA-HULETT WY (313)	AMES IA (870)	ANAHEIM CA (352)	ANDERSON CA (386)

Step 2: Click to Donate

If you have selected the correct congregation then **CLICK TO DONATE**.

CLICK TO donate

Step 3: Enter Your Contribution

Enter the amount you wish to give to each of the ministries listed.

Your congregation might have different giving options listed but they all include at least Congregational Ministries (100) & Worldwide Mission Tithes. (901)

Now click **RECURRING**

Make a Donation

Worldwide Mission Tithes (901)

Congregational Ministries (100)
Local Mission Tithes

Congregational Building (101)
Local Mission Tithes

Make this transaction anonymous

\$30.00
Select your Donation frequency.

ONE TIME **RECURRING**

Step 4: Donation Frequency
Select the **Frequency, Start Date** and the **Day of the Month** your contribution will be given.

Until always defaults to **Ongoing** or you can give an end date for your contribution.

Then click **NEXT**

The screenshot shows a form titled "Select Donation Frequency" with a "* REQUIRED" indicator. It includes a "Frequency *" dropdown menu set to "Monthly". Below this are three fields: "Start Date *" (12/12/2018), "Charge On *" (a dropdown menu set to "Select"), and "Until *" (Ongoing). A summary bar reads "Frequency Summary: MONTHLY from DEC 12, 2018 - ONGOING". At the bottom right are "BACK" and "NEXT" buttons.

Step 5: Contribution Method
ENTER NEW CARD to give with either a debit or credit card.

ENTER NEW BANK ACCT to give directly from your bank account.

The screenshot shows two large blue buttons stacked vertically: "ENTER NEW CARD" and "ENTER NEW BANK ACCT".

Step 6: Account Information
On the next screen enter your card or bank account details and then click **NEXT**.

The screenshot shows a form titled "Enter Card Information" with a "* REQUIRED" indicator. It has five input fields: "Card Holder Name *" (Card Holder), "Card # *" (Card Number), "MM / YY *" (Expiration), "CVV *" (Security C), and "Zip/Postal Code *" (Zip/Postal Code). Below the fields are icons for American Express, Discover, Mastercard, and Visa. A note states "This payment method will be saved to your account." At the bottom right are "BACK" and "NEXT" buttons.

Step 8: Review & Confirm
Review your contribution and if everything is correct click **SUBMIT**.

Click **BACK** to make any changes. Then just repeat the above steps.

The screenshot shows a form titled "Confirm Recurring Donation" with a "* REQUIRED" indicator. It features a summary bar: "Frequency Summary: MONTHLY on the 1ST of the month from DEC 12, 2018 - ONGOING". Below is a table of contributions:

Worldwide Mission Tithes (901)	10.00
Congregational Ministries (100)	10.00
Congregational Building (101)	10.00

At the bottom left, it says "BANK ACCT 0701". At the bottom right, the total amount is displayed as **\$30.00**. "BACK" and "SUBMIT" buttons are at the bottom.

A Thank You confirmation message will appear on your screen. A *Recurring Donation Summary* email has also been sent to you.

Click **RETURN HOME** to finish