

## Setting up eGiving to the First United Methodist Church of Saranac Lake

I set up an online giving method for our church. Due to security constraints, the safest and easiest way is to provide Mobile Giving. This means you will use an Android or iOS Phone or tablet using the GivePlus+ app to make your donations to the church. To set it up is easy. It will take less time to do it than read these instructions..

- 1) Go to the Google Play Store or Apple App Store and search "Give Plus". You will see the app as a white square icon with "GIVE" in dark grey with a gold "+" in the App store or gold "Plus +" in the Android store.
- 2) Install it.
- 3) When you run the app, the first screen will be to find your church. Enter 12983 on the line and press search.
- 4) The First United Methodist Church of Saranac Lake shows up at the top. - Tap on it
- 5) Now you are on the sign-In page, You can give as a guest by tapping "Give Now" but you should set up a giving account. Enter the email the church uses to contact you and enter a password of your choice and tap "Create Account".
- 6) You will then be taken to a screen to enter your name, email and password. Tap Done - it should say your account has been created.
- 7) You will now be back at the sign-in page where you will enter your email address and password and now you will tap "Sign In" after you will now be taken to the alternate login screen where Password is checked but if you would rather use 8) You are now set up for giving and in the future this is where you will end up when you login. Tap the Plus Sign to donate. You will now see a list of funds that you can give to like the General Fund, Easter Giving, Kitchen Fun, etc. Just tap the fund you want to donate to. You will be taken to a screen with the chosen fund at the top and then you will be asked for the frequency. You can choose "One Time" or set up recurring giving by Weekly, Biweekly, or Monthly.
- 9) Under that will be the Select Amount section. You can tap the \$25, \$50, or \$100 quick buttons or any amount you desire on the line below. After you designate the amount of the donation tap the Add button at the bottom.
- 10) You will be taken to a confirmation page showing your donation at the top. You can delete the entered donation by tapping the trash can to the right of it if you want to go back and enter another amount. You can also add another donation by tapping the "+" sign which takes you to a list of funds to choose and add another donation.
- 11) Once you have entered and confirmed your donation(s) tap the Next bar at the bottom. It will ask if you want to pay with a Charge/Debit card or from a Checking/Savings account. Tap your desire and you will enter your account data and your name and address as it is on the account. Tap Next at the bottom.
- 12) You will be taken to the donation summary page listing your name on account, the last 4 digits of the card/account and the funds you have given to and their amounts. Tap the "Complete Donation" bar if everything is good and you will get a thank you message for your donation and a confirmation number.
- 13) Tap the Done button and you are Done! Your donation will be processed in a few days.. Realize that Bank account (ACH) transactions only occur on business days - no weekends or holidays.

From now on it will be very easy to use the app.. Login, tap "+" to give, choose your desired fund, frequency, amount, Add, Confirm, choose payment method, Complete donation!

