

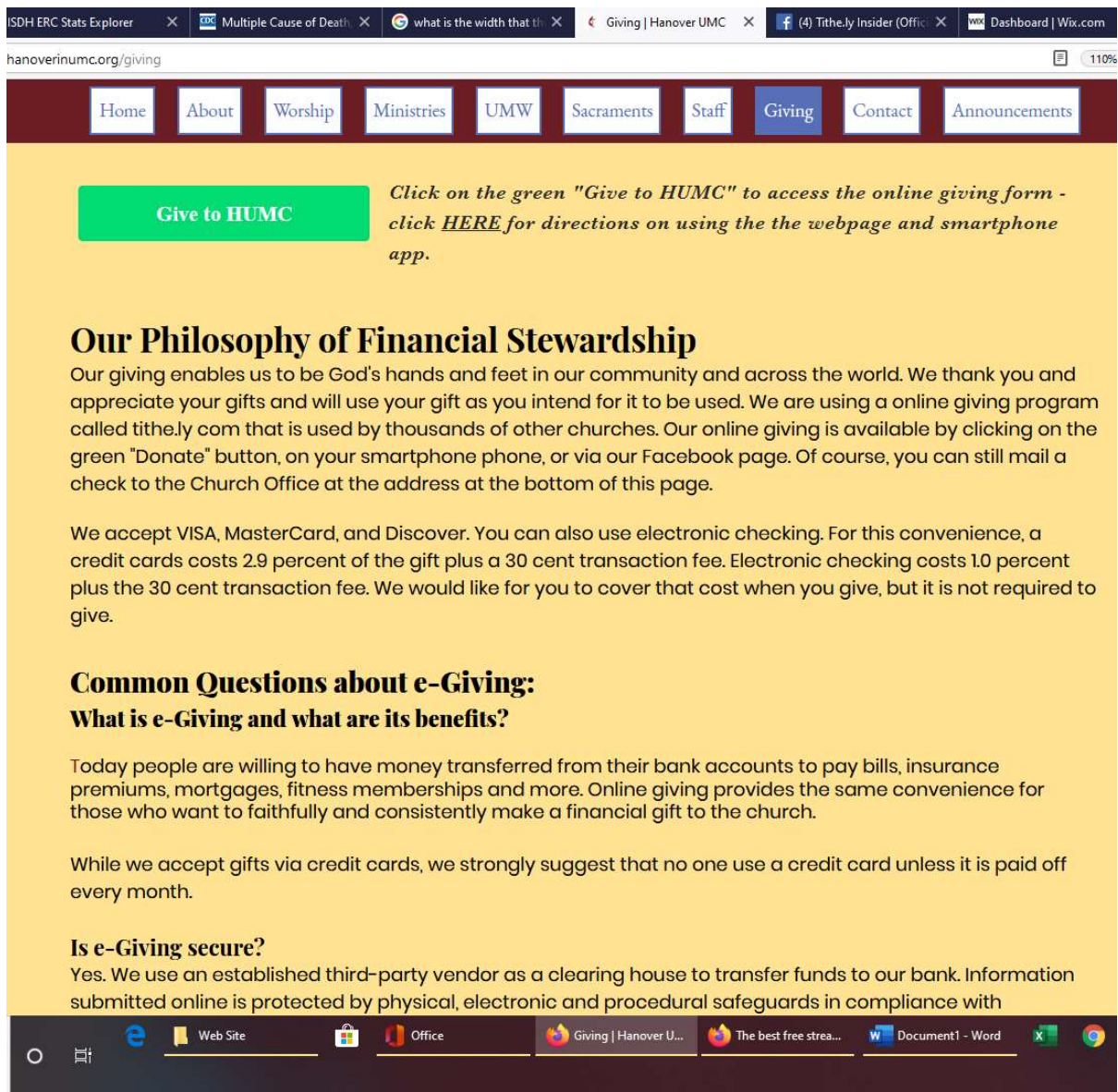
Instructions for Using the Tithely Giving Website

Tithely is the software vendor selected to provide our congregation an online giving option. It can be used with a computer, laptop, or smartphone. Tithely also has an app for your smartphone to make giving easier with a mobile device. These instructions are only for the webpage version.

To access the webpage, go to the Hanover United Methodist Church webpage. The address is hanoverinumc.org. Select the “Giving” tab at the top of the page (Figure 1). You can also go directly to the giving form by entering <https://tithe.ly/give?c=1462546> if you do not want to use the church’s website..

You will see at the top of the Giving page, a green button that says “Give to HUMC.” You need to click on that button.

Figure 1



hanoverinumc.org/giving

Home About Worship Ministries UMW Sacraments Staff Giving Contact Announcements

Give to HUMC

Click on the green "Give to HUMC" to access the online giving form - click [HERE](#) for directions on using the the webpage and smartphone app.

Our Philosophy of Financial Stewardship

Our giving enables us to be God's hands and feet in our community and across the world. We thank you and appreciate your gifts and will use your gift as you intend for it to be used. We are using a online giving program called tithe.ly com that is used by thousands of other churches. Our online giving is available by clicking on the green "Donate" button, on your smartphone phone, or via our Facebook page. Of course, you can still mail a check to the Church Office at the address at the bottom of this page.

We accept VISA, MasterCard, and Discover. You can also use electronic checking. For this convenience, a credit cards costs 2.9 percent of the gift plus a 30 cent transaction fee. Electronic checking costs 1.0 percent plus the 30 cent transaction fee. We would like for you to cover that cost when you give, but it is not required to give.

Common Questions about e-Giving:

What is e-Giving and what are its benefits?

Today people are willing to have money transferred from their bank accounts to pay bills, insurance premiums, mortgages, fitness memberships and more. Online giving provides the same convenience for those who want to faithfully and consistently make a financial gift to the church.

While we accept gifts via credit cards, we strongly suggest that no one use a credit card unless it is paid off every month.

Is e-Giving secure?

Yes. We use an established third-party vendor as a clearing house to transfer funds to our bank. Information submitted online is protected by physical, electronic and procedural safeguards in compliance with

Figure 2

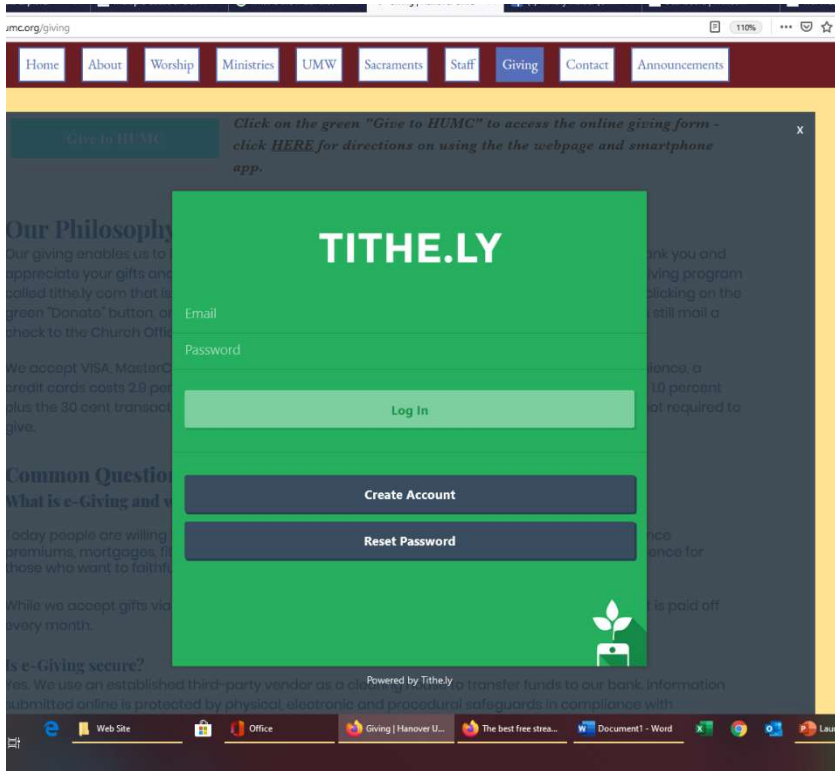
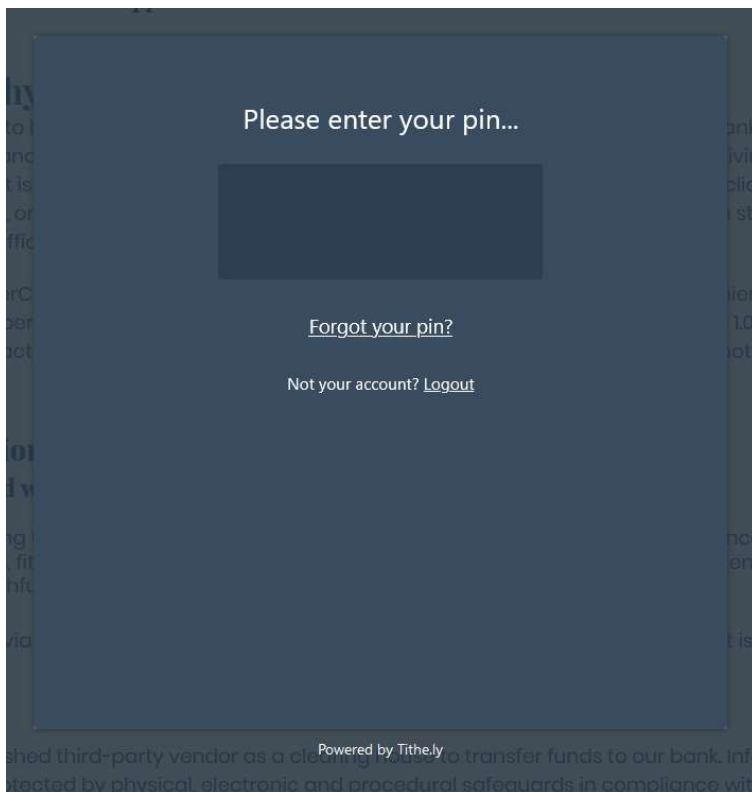


Figure 2 is the login screen to Tithe.ly. You will need to provide your email (confirmation of your gift will be sent to this email address). If this is your first time to use Tithe.ly, click on the “Create Account” button. After you set it up, you will click on the “Log In” button the next time

Figure 3



A new screen will appear (Figure 3) asking for a four-digit Personal Identification Number (PIN). Your PIN number is a second layer of security to protect your account. Enter a number you can remember. It is probably best to write down the email address, password, and PIN number and store in a secure place.

Figure 4

The screenshot shows the giving interface for Hanover United Methodist Church. At the top, there is a red header with the church's logo and name. Below the header, the church name and location (Hanover, IN 47243) are displayed. The main form area includes a 'Give:' section with a large '\$0.00' input field. To the right of this field is a dropdown menu labeled 'To:' with 'General Fund' selected. Below the 'Give:' section, there is a checkbox for 'Recurring Giving' which is checked, and two dropdown menus for frequency: 'Every Week' and 'Saturday'. A plus sign icon is visible between the 'Recurring Giving' section and the payment method section. The payment method section has two options: 'Card' (highlighted in dark blue) and 'Bank'. Below the payment method options, there is a dropdown menu for the card type, currently showing 'discover' with a masked card number '**** 7628'. To the right of this dropdown is a checkbox for 'Cover Fees' with an information icon. At the bottom of the form is a large gray button labeled 'Give \$0.00' with a lock icon.

Once you have entered your PIN, you will see the giving form (Figure 4). It has the name of the church in a red bar across the top. This is the form that you will use for your giving. Notice from this screen, you input the amount you want to give and whether this is a recurring gift. If this is going to be a recurring gift, check the box and then you will be able to set when and how often the gift will be taken. You will also have the option of giving from a credit card or bank account. There is a service fee every time you give with Tithe.ly, so you have an option of either paying for the service fee or not. If you do not cover the service fee, the church will pay for it.

Figure 5

The screenshot shows the giving interface for Hanover United Methodist Church. At the top, there is a red header with the church's logo and name, and links for 'Login' and 'Sign Up'. Below the header, the church name and location (Hanover, IN 47243) are displayed. The main form area includes a 'Give:' section with a large '\$0.00' input field. To the right of this field is a dropdown menu labeled 'To:' with 'Please Choose' selected. Below the 'Give:' section, there is a checkbox for 'Recurring Giving' which is checked, and two dropdown menus for frequency: 'Every Week' and 'Saturday'. Below the frequency options, there are input fields for 'First Name' and 'Last Name'. Below these are input fields for 'Street Address' and 'City'. Below the address fields are input fields for 'State/Province' (with 'United States' selected) and 'ZIP/Postal'. At the bottom of the form is a large gray button labeled 'Give \$0.00' with a lock icon. A blue circle highlights the 'To:' dropdown menu, and a blue arrow points from the text below to the circle.

In Figure 5, the Recurring Gift box is checked and now you can access which fund account or accounts you want to give to as well as when and how often. Currently, you can give to the General Fund as well as to the Food Pantry, Benevolence, Kids Unplugged, and the Quilt Ministry. Additional funds will be available at different times during the year.

The gray bar inside the circle is how you to move up and down the form.

Figure 6

The screenshot shows the top of a web form for Hanover United Methodist Church. The header includes the church logo, "Login", and "Sign Up" links. The main heading is "Hanover United Methodist Church" with the address "Hanover, IN 47243". Below this, the "Give:" amount is "\$ 0.00" and the "To:" dropdown is set to "Please Choose". A "Recurring Giving" checkbox is checked. A dropdown menu is open, showing options: "Every Week" (highlighted in blue), "Every 2 Weeks", "Every Month", and "1st & 15th Monthly". To the right of the frequency dropdown is a "Friday" dropdown. Below these are input fields for "First Name", "Last Name", "Email", "Street Address", "City", "State/Province" (set to "United States"), and "ZIP/Postal". At the bottom is a large grey button labeled "Give \$0.00" with a lock icon. The footer text reads "Powered by Tithe.ly".

In Figures 6 and 7, the pull-down screens for how often and what day of the week are shown.

Figure 7

This screenshot is identical to Figure 6, but the dropdown menu for the day of the week is open. The "Friday" dropdown is highlighted in blue, and the menu lists the days: "Sunday", "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", and "Saturday". The "Every Week" frequency dropdown is also visible and highlighted in blue. The rest of the form, including the "Give \$0.00" button and footer, remains the same.

Figure 8

The screenshot shows the giving interface for Hanover United Methodist Church. At the top, the church name and address (Hanover, IN 47243) are displayed. Below this, the amount to give is set to \$0.00, and the fund is set to General Fund. A green checkmark indicates that Recurring Giving is turned on, with options for frequency (Every Week) and day (Saturday). A yellow highlighted note states: "Note: Multi-line Gift is disabled when recurring giving is on." Below the note, there are two payment method options: Card (highlighted with a green checkmark) and Bank. At the bottom, a large grey button says "Give \$0.00". The page is powered by Tithe.ly.

Note that Figure 8 shows that the “Recurring Giving” box is turned on. When this box is highlighted in green, you can only give to one fund. You are told this as well on the form (see highlighted section of Figure 8)

Figure 9

The screenshot shows the giving interface for Hanover United Methodist Church. At the top, the church name and address (Hanover, IN 47243) are displayed. Below this, the amount to give is set to \$0.00, and the fund is set to General Fund. A minus sign indicates that Recurring Giving is turned off. A yellow highlighted plus sign (+) is visible, which is used to add another fund. Below the plus sign, a note states: "Note: Recurring giving is disabled for multi-line gifts". At the bottom, a large grey button says "Give \$0.00". The page is powered by Tithe.ly.

Figure 9 shows what you need to do to give gifts to multiple funds. This is not intuitive. As stated above, the Recurring Gift box must be turned off. To give to multiple funds, add a dollar amount and choose the fund. To add another fund, click on the “+” sign. It is highlighted in yellow in Figure 9. After clicking on the + sign you can add another fund.

Figure 10

The screenshot shows the giving interface for Hanover United Methodist Church. At the top, there is a red header with the church's logo and name. Below the header, the church name and address (Hanover, IN 47243) are displayed. The main area contains two gift lines. The first line shows a gift of \$10.00 to the General Fund. The second line shows a gift of \$5.00 to the Food Pantry. A note below the gift lines states: "Note: Recurring giving is disabled for multi-line gifts". At the bottom, there is a large green button labeled "Give \$15.00".

Figure 10 is an example of a gift to two funds, the General Fund and the Food Pantry for a total giving of \$15.00

Figure 11

The screenshot shows the giving interface for Hanover United Methodist Church. At the top, there is a red header with the church's logo and name. Below the header, the church name and address (Hanover, IN 47243) are displayed. The main area contains four gift lines. Each line shows a gift of \$10.00 to a different fund: General Fund, Food Pantry, Benevolence, and Kids Unplugged. At the bottom, there is a large green button labeled "Give \$40.00".

Figure 11 shows gifts to four accounts. Four is the maximum distribution that can be made at one time. The form states this as shown in the highlighted section in Figure 12.

Note that the total giving in this example is \$40.00, ten dollars to each fund. This is because the box "Cover Fees" next to the card number (see Figure 4) is not checked. In Figure 12, the box is checked.

Figure 12

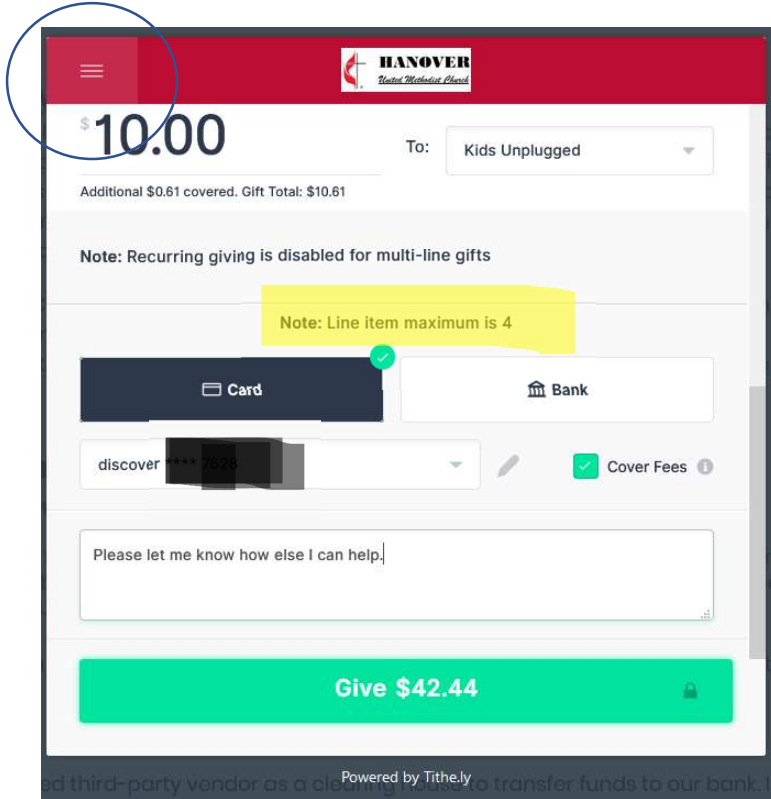
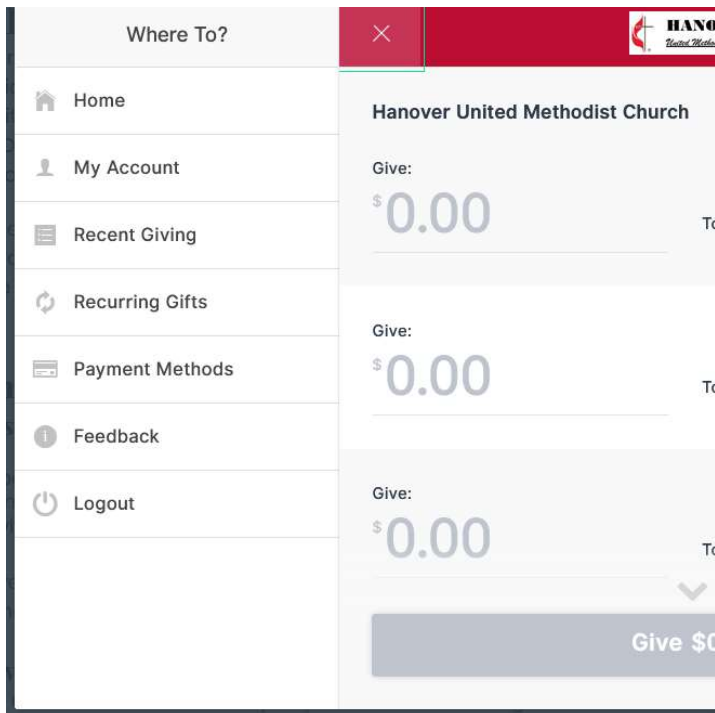


Figure 12 is a continuation of Figure 11. Note that “Cover Fees is checked and so the total gift in this example is \$42.44 (\$40.00 for the four \$10 gifts and \$2.44 for the fees). When you are finished, click on the green “Give \$42.44 bar. You will be asked if you want to give \$42.44.

Figure 13



In Figure 12, in the top left-hand corner, are three bars. After clicking on the three bars, additional tools are available (Figure 13), including logging out from the Tithely system. You should always Logout when you are not in the system.

You have now successfully given to Hanover United Methodist Church!

Thank you so much for your gifts to the Church. If you have questions regarding the Tithely application, please contact Keith Howard at rkhoward1@comcast.net