

Online Giving Detailed Instructions

Access the Calvary Presbyterian Church page on the easyTithe.com website by entering the following address in your internet browser:

https://www.easytithe.com/dl/?uid=Calv1518181

Or go to the Calvary website at **www.calvaryenfield.org** and click on the easyTithe link.

When you arrive at Calvary's easyTithe page you will be greeted by the Login Screen, shown to the right, with the following choices:

- If you are a First Time Donor:
Click "**First Time?**" at the red arrow to set up your Donor Profile.
- If you are already a registered donor:
Enter your User Email and Password and click "**Login**" at the black arrow.
- If you have forgotten your password:
Click "**Forgot Password?**" at the blue arrow.

Note: The colored arrows are not shown on the actual screens.

Login Screen

Donor Profile Screen

If this is your first visit, you will be asked to set up your Donor Profile in the screen shown to the left.

- Enter your Names, mailing Address and Phone Number.
- Enter your Email Address and a new Password for easyTithe. Enter the Password again to confirm it. (Note: This doesn't have to be the same password you use to access your email.)
- The Password must be at least 8 characters and must contain a combination of letters and numbers.
- This email address will be your User Email when you sign in the next time. Also, confirmation emails will be sent to this address.
- The Envelope Number is optional. If you have an envelope number, and remember it, enter it here. If not, it will be entered for you later.
- Remember these login credentials! You will need them to access your Account and Donor Profile in the future.
- When you are finished, click "**Submit**" to save the data.

After creating an account, or when logging in again, you will see the Home Screen, which starts in the “Give Now” mode, as shown to the right. You can give a donation using a debit or credit card (Visa, Mastercard, American Express or Discover) directly from this screen.

Home Screen

- Initially you will see “Pledge Ministry” as the default fund for the donation. If you want to donate to a different fund, click on the drop-down button at the red arrow and you will see a list similar to the one shown below. Click on the desired fund.

- You can donate to additional funds by clicking on “+Add Another Fund” at the green arrow and you will see the screen shown below. (Note: This feature is only available in the Credit or Debit Card mode.)

- Choose the desired funds with the drop-down buttons and enter your donation amount for each selected fund.
- Add your card information and billing details.
- Click “**Submit**” to process your donation.

To make a donation directly from your checking or savings account, click on “USE CHECK” at the blue arrow on the Home Screen and you will see the screen shown to the right.

- Enter the Donation Amount in the white box at the white arrow.
- Select the fund you want with the drop-down button at the yellow arrow. (Note: Multiple funds cannot be selected in this mode.)
- Enter your bank’s “Routing Number” and your “Account Number” in the white boxes shown above the red arrows.
- An actual printed check has the routing and account numbers in the locations shown in the image to the right.
- Enter your Checking Account Information and click on “**Authorize**” to complete the transaction.

To set up automatic, recurring donations, click on “**Scheduled Giving**” at the black arrow on the Home Screen, shown at the top of Page 2 of these instructions.

- You will now see the Scheduled Giving Screen, shown to the right.
- Here you can choose a fund, select a frequency, enter an amount and define the start date for an automatic donation. (Note: Multiple funds cannot be selected in this mode.)
- The rest of this screen asks for the same Card and Card Holder Information as the Home Screen.
- The Scheduled Giving Screen also allows you to use a check, just as before.
- Enter this information and click on “**Activate Schedule**” to process the transaction.

Scheduled Giving Screen

To change any of your personal information, including your Password, access the Donor Profile Screen by clicking on “**My Account**” at the purple arrow on the Home Screen, shown at the top of Page 2 of these instructions. The Donor Profile Screen is shown on Page 1.

Using a SmartPhone

To make a donation using a SmartPhone, you can do one of the following:

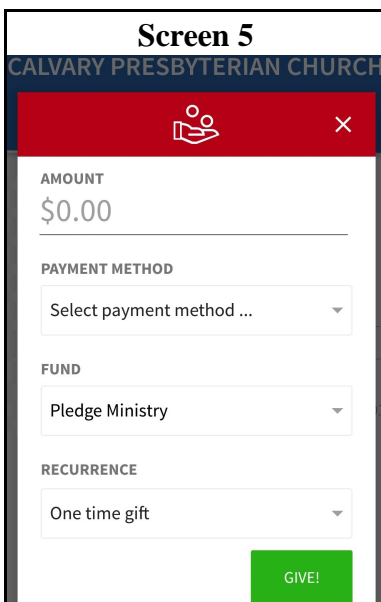
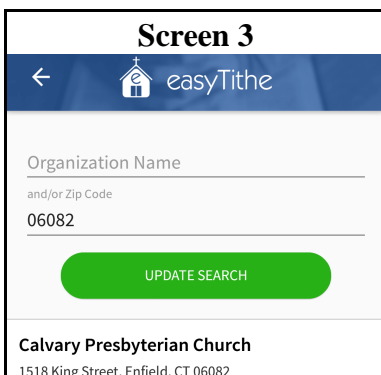
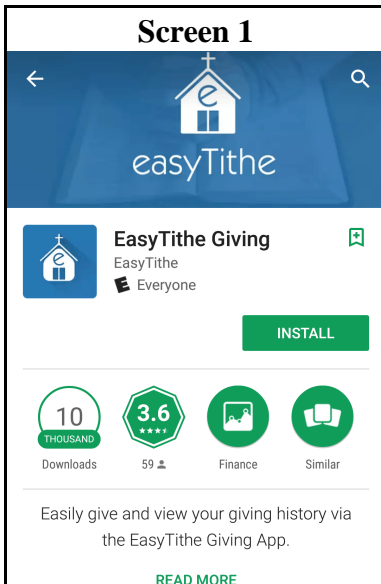
- Use the phone’s internet browser to access Calvary’s page on the easyTithe website by entering the address shown near the top of Page 1 of these instructions.
- If the phone has a QR code reader, scan the QR code to the right, which will take you directly to Calvary’s page on the easyTithe website.



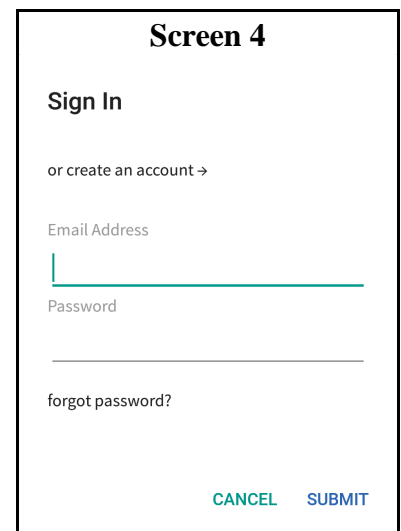
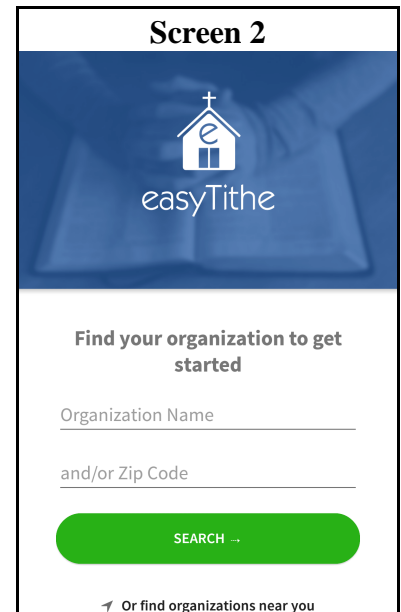
Either of these will take you to the Login Screen shown below. From there you can follow all the instructions given above. The screens may look a little different on a SmartPhone but the actions will all be similar.

SmartPhone App

You can also donate through the easyTithe mobile giving application, available for free from iTunes for Apple devices and Google Play for Android devices. (Note: The screenshots shown here are from an Android phone, although iPhone screens should look similar.)



- Search for “easyTithe” from your App Store and you will find the app shown in Screen 1 to the left. Install it on your phone by touching the “**Install**” box.
- Screen 2 appears when you launch the app for the first time. Search for our page by entering “Calvary Presbyterian Church” in the Organization Name box, and/or “06082” in the Zip Code box and touch the “**Search**” button.
- Screen 3 will show the organizations that meet the search criteria. Touch the area at the bottom of the screen where it says “**Calvary Presbyterian Church**”.
- Screen 4 will now appear. If you have never registered, touch the “**create an account**” area. This will take you to a “New Account” screen where you are asked to enter your personal information as described on Page 1 of these instructions.
- If you have previously registered, by any method, enter your Email Address and Password and touch the “**Submit**” text.
- This will take you to Screen 5 where you can enter your donation Amount, Payment Method and select a desired Fund. You can also enter Recurring donations from this screen. When you have entered everything, touch the “**Give!**” box at the bottom of the screen to process the transaction.
- If you have forgotten your Password, touch the “**forgot password?**” text on Screen 4.



Security:

- The logo shown to the right indicates that a Payment Card Industry (PCI) auditor has certified that easyTithe meets the Level 1 (most stringent) requirements of their Data Security Standards.



These detailed instructions are also available on the Calvary website. If you still have questions, please speak directly with Ted Perrill, our easyTithe system administrator, or send him an email at: cpc.giving@snet.net