A Simple Guide to Online Donations for New Users

HOW DO I LOG IN?

The Login button is located in the top-right corner of the site. If this is your first visit to the site, you will not log in until you have submitted your first transaction.

Once your first donation or payment has been submitted you will receive a log-in email, providing a temporary link to set your password. Use the link in the email to **complete your user account** by establishing your secure password. Once completed, you will have access to all of your donation or payment information and can make changes at any time.

HOW DO I MAKE A RECURRING DONATION?

Making a donation or payment is extremely simple. First, click on an individual collection. There will be two options: **Recurring Donation or Payment** and **One Time Donation or Payment**. We will review both options.

1 To begin a recurring donation or payment, you will first choose an amount and then select the donation frequency from the options provided.

Pick your recurrence pattern

Enter an amount — $ 0
Select the pattern for your recurring donation — Weekly
Select a day of the week — Sunday

2 You will then decide when to start and end your recurring donation or payment. You can choose to start your transaction right away or at a later date of your choosing. You can also choose a date for this recurrence to end.

Pick your recurrence duration

You can choose to start your repeating donation at a date in the future and/or have the repeating donation stop after a number of donations have been made.

Recurrence Start:
- Start scheduling transactions immediately
- Choose the first scheduled transaction to be run: Sun May 29 2016

Recurrence End:
- Continue scheduled transactions indefinitely
- End after 1 transactions

3 Now you will select the payment source for your donations. Choose the payment type from the options provided, then enter your payment information.

Please choose the payment type to use

- Checking/Savings Direct Withdrawal
- Debit Card VISA
- Credit Card VISA

If you have an account and want to use a saved payment source, click here to log in.

4 Fill in your basic contact information.

Your Contact Information

Enter your contact information below. Your email address is optional, but providing it will allow you to receive receipts via email and login to your account at a future date. A temporary password will be emailed, and expires within 24 hours for your security.

If you already have an account, click here to log in.

Email Address

Re-enter Email Address (for confirmation)

First Name

Last Name

Phone Number

5 Check the "I Agree" box and click **Create Your Recurring Transaction** button to authorize the donation.

Confirm Your Information

Verify and complete your recurring transaction signup

Recurring Amount $20.00

Please check the 'I Agree' checkbox. By doing so you indicate that the above information is correct, and that you authorize the transaction.

☑ I Agree

Create Your Recurring Transaction

Please note that if you pay by credit or debit card, your transaction will appear on your statement as 'WeShare'. WeShare is the electronic giving service that processes your transactions to WeShare Online Giving.

HOW DO I MAKE A ONE-TIME DONATION?

Click on a collection of your choice, then select the **One Time Donation** or **One Time Payment** button.

Indicate the donation or payment amount and proceed through steps 3 and 4 outlined above.

After completion, check the "I Agree" box and click Submit Your **One Time Donation** button to authorize your transaction.