

Simply Giving Program - User Instructions:

1. Go to the Faith Lutheran Church Homepage (www.uscfaitth.org)
2. Click on the *Simply Giving* image at the bottom of the homepage

The screenshot shows the homepage of Faith Lutheran Church. At the top, the church's name and location are displayed: "FAITH LUTHERAN CHURCH" and "MAKING A CONNECTION: GOD, LIFE, CHURCH, PEOPLE • UPPER ST. CLAIR, PA". Below this is a navigation menu with links for "ABOUT US", "OUR PASTOR", "MINISTRIES", "PRAYERS", "JOIN US", "EVENTS", and "CONTACT". A search bar and a Facebook icon are also present.

The main content area features a large blue banner with the text: "Worship with us this Sunday", "Summer Service 10:00 AM", and "Celebrate Your Faith!". Below the banner, there are several sections:

- Upcoming Events:** A list of events including "Family Voyagers", "Vacation Bible School - Mega Sports", and "Mega Sports Camp".
- VACATION BIBLE SCHOOL:** A section for "Pre-school through 4th Grade" from June 18 to June 21, 2013, from 5:30 PM to 8:00 PM. It includes a "Register Now" button and a "BREAKING FREE" graphic.
- THE RACE MARKED OUT FOR US:** A section with the text "FIXING OUR EYES ON JESUS" and "HEBREWS 12:1,2".
- SHM Pantry News:** A section for donations, including "New Teddy Bears requested for Glade Run".

A large red arrow points from the "Upcoming Events" section towards the "CONTRIBUTE" button at the bottom of the page. The "CONTRIBUTE" button is located in a red-bordered box, and next to it is a link to "Access Faith Lutheran Simply Giving Program endorsed by The First Federal Credit Union".

At the bottom of the page, there are logos for "Prayer Shared MINISTRY" and "COUNCIL OF PRESBYTERIAN CHURCHES IN THE U.S.A.", along with the church's contact information: "Faith Lutheran Church • 80 Bartley Road • Upper St. Clair, PA 15241 • (412) 835-4590 • www.uscfaitth.org".

3. If you are new to the service, you will need to setup your *Donation Profile*. If you have already setup your profile, you can simply **Log In** with your email and password.

***** Already have an account, jump to step 12 *****

Donations

If you've already created a profile, please "Log In" on the right, otherwise continue.

GENERAL OPERATING:

Our most flexible fund - allows donations to be used for greatest need as determined by council.

GENERAL OPERATING (No ELCA):

BUILDING/PROPERTY:

EVANGELISM/OUTREACH:

DEDICATED FUND: *

Contact Office@uscfatih.com for a list of dedicated funds.

Total: \$0.00

Donation Frequency: (About recurring donations)

What is a recurring donation?

A recurring donation is a donation set up to occur automatically on a regularly scheduled basis.

What are the benefits of setting up a recurring donation?

- Reduces check writing for frequent donors
- Allows donations to continue uninterrupted during absences
- Allows donations to be spread out over time
- Reduces administrative costs for organizations
- Consumes fewer resources than paper check processing

Donation Start Date: mm/dd/yy

* = Required

Log In

Email Address:

Password:

[Forgot your Email Address or Password?](#)

Create Your Online Profile

4. To setup your online donations, enter in the amount you care to give in the boxes provided. If you wish, you can split your donation among three of our most popular accounts, as well as one dedicated account. *Remember that giving to the **General Operating Fund** provides Faith Lutheran with the most flexibility to use the money towards areas of greatest need.*
5. You then set the frequency for the donation – choices are **one time**, **weekly**, or **monthly**. After this selection, you will select the start date on which you want your donation(s) withdrawn.
6. Hit **Continue**.

Online Donation [Return to our Home Page](#)

Donation Information

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address:

Account Type
 Checking Savings

Routing Number:

Account Number:

Donation Summary

GENERAL OPERATING 1,000.00

Total One Time Donation: \$1,000.00

Donation Frequency: One Time

Donation Start Date: 06/18/13

[Edit](#)

Joe Smith 1234

1234 Anystreet Court
Anycity, AA 12345

Pay to the order of _____ Dollars

Bank Anywhere

[123456789] 123456789123 ||-1234

Bank
Bank
Check Number (Do not use)

Routing Number
Account Number

Would you like to save your profile before continuing?

Saving your profile will:

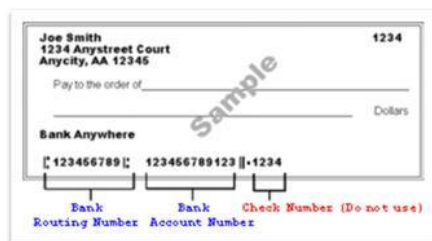
- Take only a moment—all you have to do is select a password
- Enable you to change or stop a recurring donation at any time
- Allow you to view and print your online donation history

[Select Password](#)

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account.

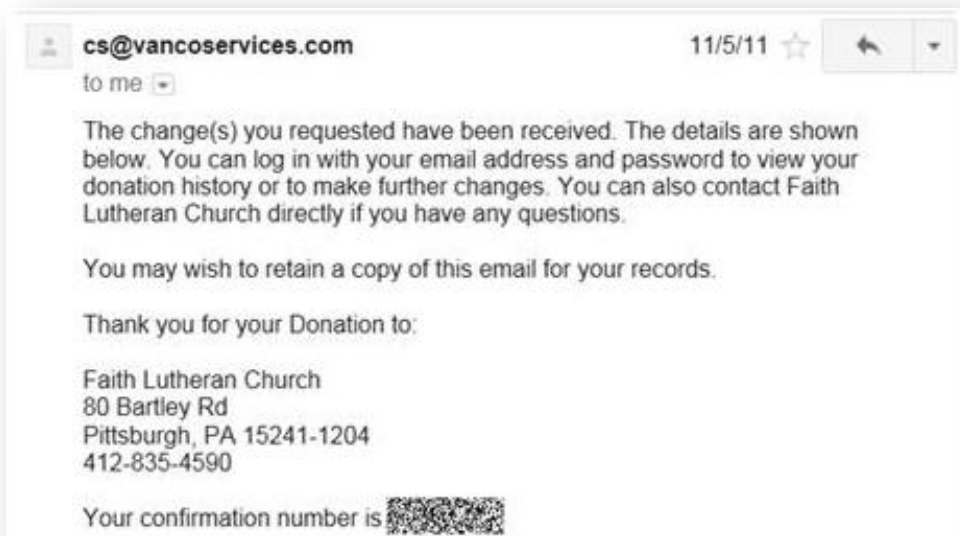
[Process](#)

7. You will now be prompted to enter your contact information (note: your email will become your account username for future account access).
8. Next, select to have the donation withdrawn from your checking or savings account. You will need to have your routing and account numbers accessible. For checking, they can be found on one of your checks.



If you opt to have the money withdrawn from a savings account, you may need to contact your bank to obtain your routing number.

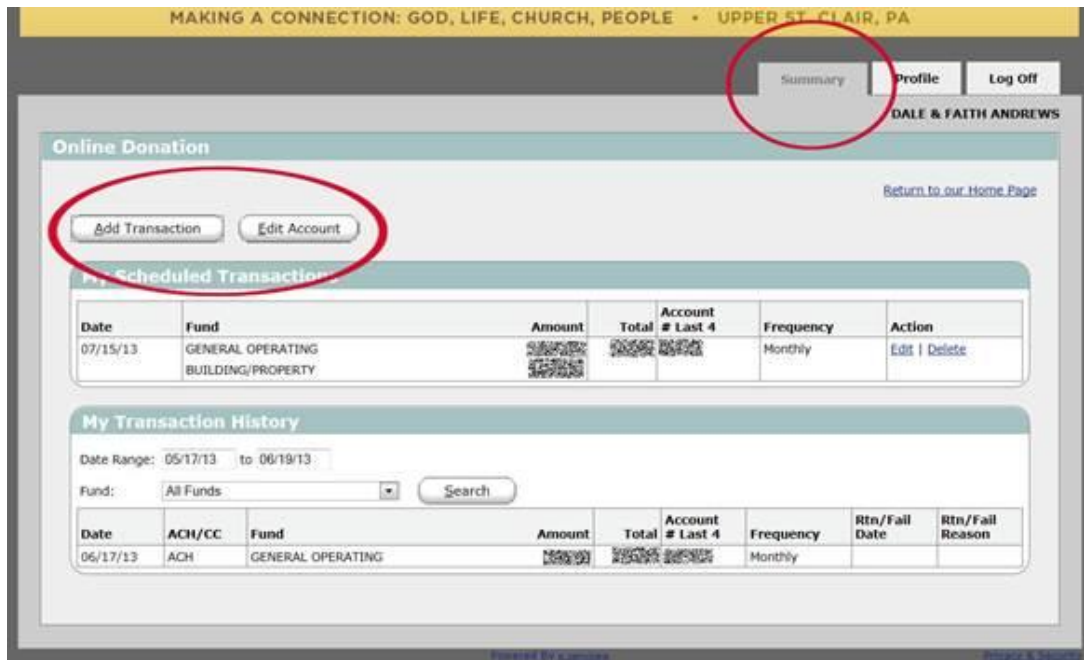
9. Next select a secure account password.
10. Finally, Click **Process** to process your order.



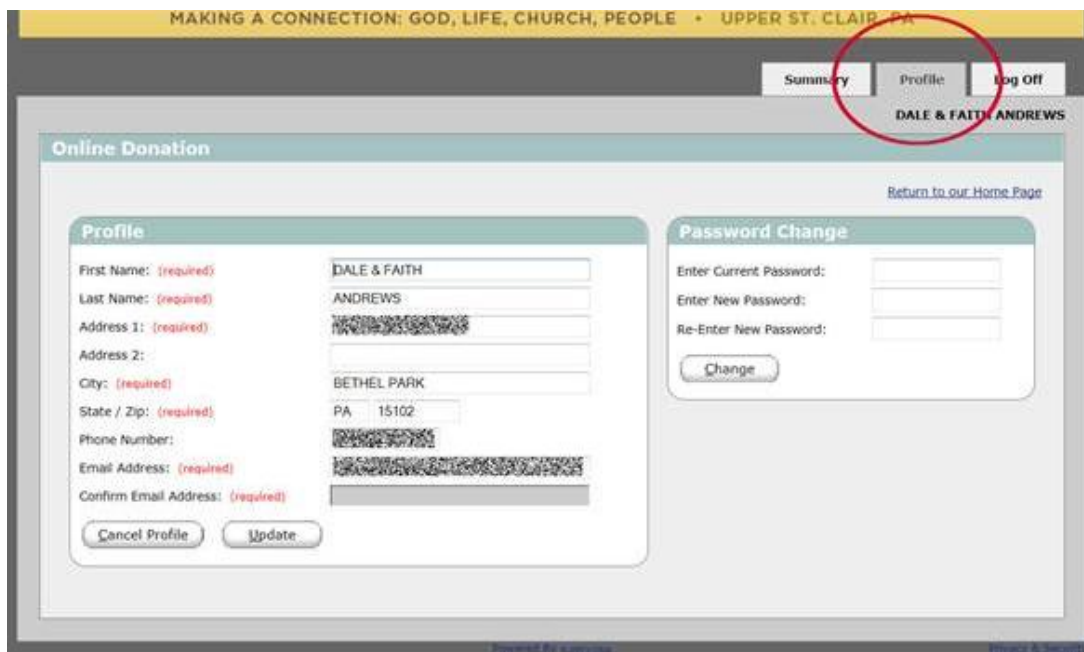
11. You will receive an email from cs@vancoservices.com confirming your order and profile information. **You're done!**



12. If you ever wish to make a change to you profile, adjust or cancel your recurring donations, make an additional one-time donation, or adjust the funds your contributing to... all you need to do is go back to the *Simply Giving* page by clicking on the **Simply Giving** image at the bottom of www.uscfath.org.
13. Then, Login with the email address and password you provided when setting up your profile. If you forget you password or username, you may click the link entitled, [“Forgot your Email Address or Password?”](#) for assistance or contact the Faith Lutheran Office.



14. This will take you to your **Summary** tab. Here you can view all of your historical transactions. You can also add new withdraws and edit/delete any future withdraws. From this tab, you also have the option of editing the account from which your money is being withdrawn from.



15. By clicking the **Profile** tab, you can update your contact information, email or password. Once your changes are completed, simply click the **Log Off** button. You will receive an email confirmation from Vanco of all the changes you performed. **You're done!**