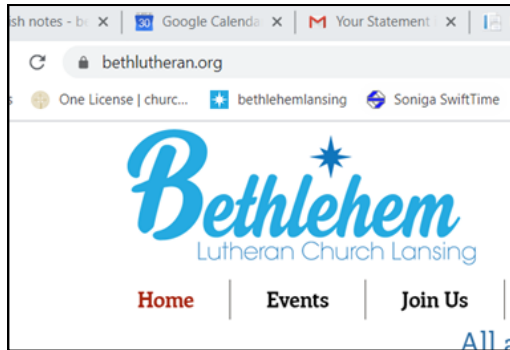


HOW TO CREATE AN ONLINE GIVING ACCOUNT

You need an email address and your checking/savings account routing and account numbers or your credit card number.

1. Go to bethlutheran.com



2. Click on the Online Giving link- bottom left.



3.

This will transfer you to the Online Giving page. Click on "Create Profile" on the upper right.



4. Enter and confirm your email address.

A screenshot of the "Create Profile" page. It has a blue header with the text "Create Profile". Below the header, it says "Enter a valid email address below. This will be used as your User ID." There are two input fields: "Email Address:" and "Confirm Email Address:". A "Continue" button is located at the bottom.

5. Create your profile.

A screenshot of the "Profile" creation form. It has a blue header with the text "Profile". The form contains several fields with red "(required)" labels: "First Name:", "Last Name:", "Address 1:", "Address 2:", "City:", "State / Zip:", "Phone Number:", "Email Address:", "Confirm Email Address:", "Enter Password:", and "Re-Enter Password:". A "Create Profile" button is at the bottom.

6. Add your transaction.

A screenshot of the "Thank you for creating a profile" page. It says "Thank you for creating a profile. To add a Donation, click the Add Transaction button." There are two buttons: "Add Transaction" and "Edit Account". Below this is a blue banner that says "My Scheduled Transactions" and the text "You do not have any transactions scheduled." A large red arrow points from the text above to the "Add Transaction" button.

7. Enter your offering.

A screenshot of the "Donations" page. It has a blue header with the text "Donations". Below the header, it says "My Support to My Congregation". There are several input fields for different types of offerings: "-GENERAL OPERATING:", "-ENDOWMENT:", "-FOOD BANK FUND:", "-MISSION FUND:", "-OTHER FUND:", and "-DEBT RETIREMENT:". A "Specify where you would like your donation to go" dropdown menu is also visible.

8. Enter your checking, savings or credit or debit card information. NOTE: Using a credit or debit card will add extra transaction fees.

A screenshot of the "Donation Information" page. It has a blue header with the text "Donation Information". Below the header, it says "Decade Born (i.e. 1980) (required)". There is a checkbox for "I agree to share non-personal data with ELCA (About Sharing Data) (required)". Below this is a dropdown menu for "Account:" set to "New Account - Checking". There are input fields for "Routing Number:" and "Account Number:". At the bottom, there is a small box with the text "Joe Smith 1234 Anystreet Court Anycity, AA 12345 1234".

9. Click process...and you're done! Thank you!

A screenshot of the reCAPTCHA verification page. It has a green checkmark and the text "I'm not a robot". There is a reCAPTCHA logo and a "Privacy - Terms" link. Below this is a "Note: Please review the information you entered. Once you click the Process button, your donation will be processed and debited from your account." There are two buttons: "Cancel" and "Process". A large red arrow points from the text above to the "Process" button.