



# HOW TO MAKE ONLINE DONATIONS TO ST ANN CHURCH USING



You will need to gather the following information in the table below to set up an account with Tithe.ly.

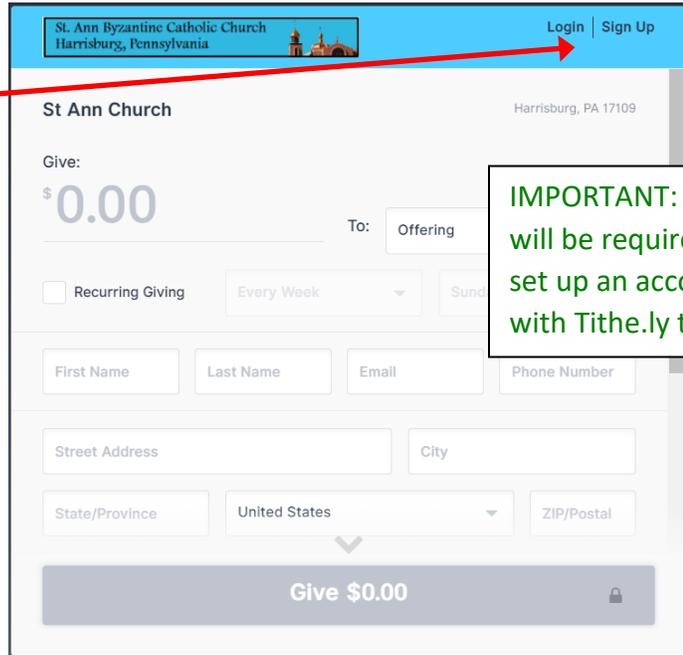
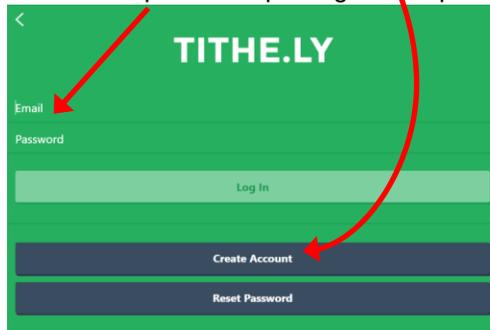
Email (User ID)		Credit Card # <b>and/or</b>	
Password & PIN		Checking Account #	
Envelope #		Bank Routing #	

Feel free to keep this documentation for your records and future reference.

1) Go to the church website [www.StAnnByz.org](http://www.StAnnByz.org) and click on the link there or use the link in email communications. You will come to a screen that looks like this:

2) Set up an account by clicking on "Sign Up" in top right corner. If you already have an account, click on "Login"

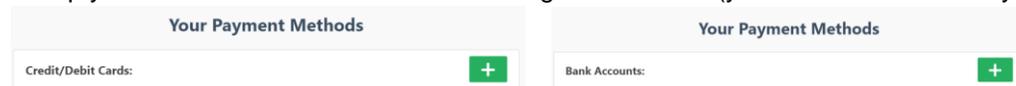
3) The green screen below will appear, click on "Create Account." If you already have an account, enter email/password/pin & go to Step #6



**IMPORTANT:** you will be required to set up an account with Tithe.ly to start

4) When setting up account, enter your name, email, password and pin number (note: both password and pin are required for future logins)

5) Set up your Debit/Credit Card and/or Checking Account Info (you can do both but only one method is required)

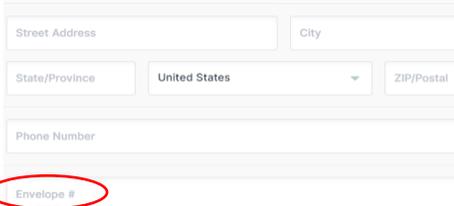


You can switch between Credit/Debit and Bank Account at bottom of this screen:



6) You will be redirected back to the initial screen (shown above) with the blue header where you can enter your donation amount. Donations can be one-time or recurring by clicking:  Recurring Giving

7) Move the slide bar down on right hand side & fill out your address, phone AND **envelope #**



8) There is an option to pay the Tithe.ly service fee charged to your donation that would otherwise be paid for by St. Ann. Choosing this option allows the church to receive your full donation amount.  Cover Fees

9) Click on "Give" at the bottom to confirm donation and then be sure to logout



10) You will receive a thank you email for your records.

This is **optional**, St Ann will continue to use paper envelopes as well.

Even if you make online donations, you can still use paper envelopes at **ANY** time.

Online donations can be **one-time** or set up as **recurring automatically**.