

Maple Grove Christian Church uses EasyTithe for online giving services. You can give two ways:

1. Online through a web browser on your computer or mobile device.
2. Through the EasyTithe mobile app on Apple or Android devices.

With either of these options, you can give from your checking account one-time, or set an account up give automatically on a recurring basis. We have selected EasyTithe because they meet industry standards for safety and security. We provide more information below on how to give with EasyTithe.

If you are having issues with giving, please contact the Maple Grove tech team at [connect@maplegrove.church](mailto:connect@maplegrove.church).

# Online Giving Guides

## Getting Started:

- Go to: [www.easytithe.com/mgccbtown](http://www.easytithe.com/mgccbtown)
- First Time Donor? Click “First Time” and setup your Donor Profile
- Already a registered donor? Simply enter your Email and Password. Once you log in, you can:
  - Give a single donation: “Give Now”
  - Modify your recurring/scheduled giving: “Scheduled Giving”
  - Modify your account settings: “My Account”
- Forget your password? Click “Forgot Password”

# Setting Up Your Donor Profile:

- Complete all of the requested fields to include your contact information
- Password must be at least 8 characters and must contain a combination of letters and numbers
- Remember these login credentials! You will need them to access your Donor Profile

# Give Now - One Time Donations:

- Login by entering your email address and password
- Click “Give Now” on the left side of the screen and you will be presented with the following screen:

The screenshot shows the donor profile page for Maple Grove Christian Church. The user is logged in as John Doe. The page has a navigation menu on the left with three main sections: "Give Now" (with a sub-link for "One Time Donations"), "Scheduled Giving" (with a sub-link for "Automatic Recurring Donations"), and "My Account" (with a sub-link for "Personal Info & History"). The main content area is titled "My Donation" and features a virtual check form. The check is made out to "Maple Grove Christian Church" for the amount of "\$". The check is dated "November 01, 2016" and is payable to the order of "Maple Grove Christian Church". The check is for the "General Fund" and is marked as "Virtual". Below the check form, there are fields for the "Routing Number" and "Account Number", both of which are currently empty. Below these fields, there is a section titled "Checking Account Information" with a "Save this Account" link. The "Account Type" dropdown menu is open, showing "Checking" selected, "Savings", and "John Doe". Below the dropdown, there are fields for "Name of Bank" and "Name on Bank Account", both of which are currently empty. At the bottom of the page, there are two buttons: "Cancel" and "Authorize".

- Select *Checking* or *Savings* from the drop-down Account Type Field
- Enter the Name of your Bank
- Enter the Name on your Bank Account
- On the graphic that looks like a check, enter the bank Routing Number, Account number, and the amount that you want to give in the requested fields.
- If you intend to give from this account again and prefer not to re-enter account information, select “Save this Account”
- Click “Authorize” to submit donation and you will be taken to a “Thank You” page that confirms the transaction.
- You will immediately be emailed a donation receipt
- Logout of EasyTithe when complete

# Scheduled Giving - Recurring Donations:

- Login by entering your email address and password
- Click “Scheduled Giving” on the left side of the screen and you will be presented with the following screen:

**Maple Grove**  
christian church

John Doe Log Out

**Give Now**  
» One Time Donations

**Scheduled Giving**  
» Automatic Recurring Donations

**My Account**  
» Personal Info & History

### My Scheduled Giving

John Doe  
123 Main (Change)  
Bloomington, IN 47404  
8125555555 Virtual

November 01, 2016 DATE

PAY TO THE ORDER OF Maple Grove Christian Church \$

FOR General Fund Missing Plug-in

\* Virtual

Routing Number Account Number

### Recurring Donation Schedule

Frequency:

Start Date:

### Checking Account Information

Bank Name & State:  /

Account Type:

By clicking on the Authorize button below, I authorize Maple Grove Christian Church to initiate recurring electronic debits to my bank account in the amount of \$0.00 for the schedule determined above.

- Enter the Frequency that you want to give (e.g., monthly, weekly, etc.)

- Enter the Start Date for scheduled giving
- Enter the Name of your Bank and the State
- Select *Checking* or *Savings* from the Account Type Field
- On the graphic that looks like a check, enter the bank Routing Number, Account number, and the amount that you want to give in the requested fields.
- Click “Authorize” to start your recurring donation schedule
- You will see that your scheduled donation is “Active”. From this screen you can delete scheduled giving or add additional ones.

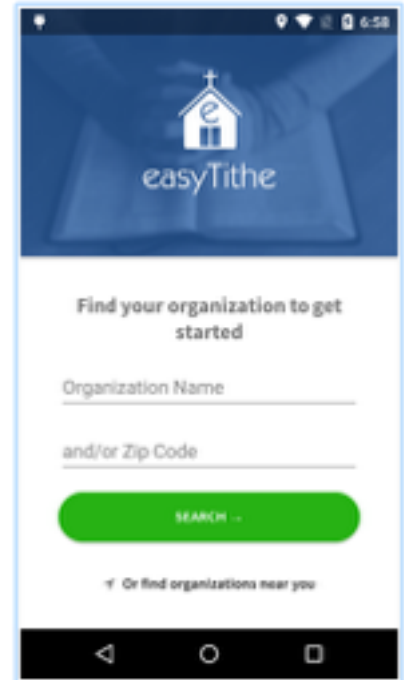
## My Account - giving history:

- Login by entering your email address and password
- Click “My Account”
- You can view and print your giving history
- You can change your contact information
- Logout of EasyTithe when complete

# Mobile App Giving Guides

## Getting Started:

- Download the “EasyTithe” mobile app from your app store (Apple or Android)
- Open the EasyTithe app and enter “Maple Grove” for *Organization Name* and “47404” for *Zip Code* and press *Search*
  - Select *Maple Grove Christian Church, Bloomington, IN*
- Enter your EasyTithe account information (username and password) if you already have an account or select *Create an Account*
- The app will take you to a screen that shows your viewing history. On the bottom tabs you can select *Give, Recurring, or Settings*
- Under *Settings* you can change your account and contact information as well as payment methods (deleting, modifying, and adding bank accounts)



## Give:

- Open the mobile app and select the *Give* icon at the bottom
- Enter the *Amount*
- Select the payment *Method* from the drop down menu. Here you can select a previously used bank account or add a new one
- Select the *Fund* from the dropdown menu (General Fund, Vision 2020, or Mortgage Reduction)
- Select the *Frequency*. The default setting is *One Time*
- Press *Next* to continue

- You will be taken to an EasyTithe webpage that confirms your gift information. Select *Give* to complete the transaction
- You should see “Success” and will return to the EasyTithe app with confirmation of the transaction
- You will be immediately mailed a gift receipt

## Recurring:

- Open the mobile app and select the *Recurring* icon at the bottom
- Select the “+” button at the top right of the screen to add a recurring gift
- Enter the *Amount*
- Select the payment *Method* from the drop down menu. Here you can select a previously used bank account or add a new one
- Select the *Fund* from the dropdown menu (General Fund, Vision 2020, or Mortgage Reduction)
- Select the *Frequency*. Ensure that *Recurring* is selected
- Click *Setup recurring gift*
  - Select the recurrence (e.g., Weekly, Biweekly, etc) and starting date. The text at the bottom of the screen will confirm the giving schedule
- Click *Next* to continue
- You will be taken to an EasyTithe webpage that confirms your gift information. Select *Give* to confirm the giving schedule
- You should see “Success” and will return to the EasyTithe app with confirmation of the schedule