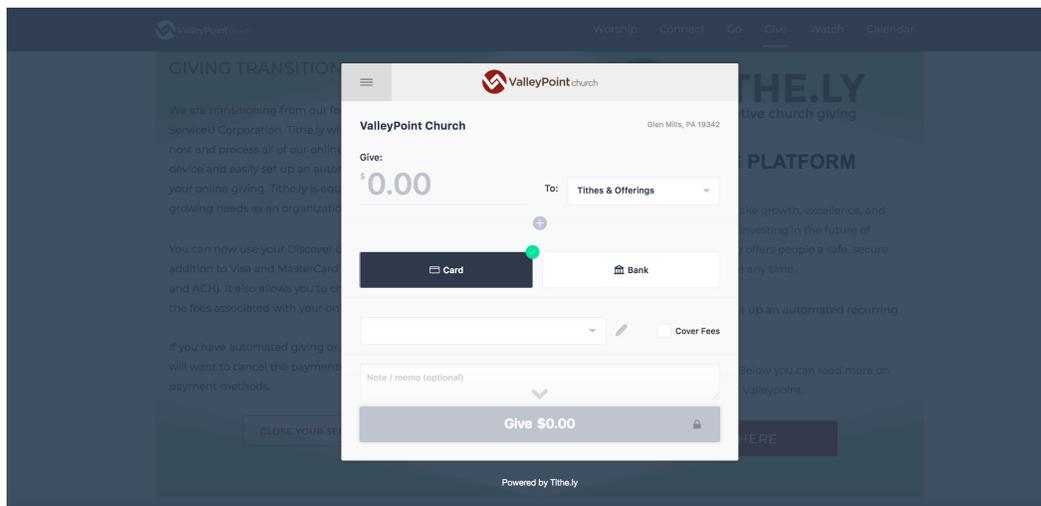




tithe.ly Instructions

- 1) From the ValleyPoint Church website, go to our giving section and click on the "Give Here" link under New Giving Platform. It should look like this:



- 2) Fill out the main page with the following:
 - The amount you wish to give
 - The category you are giving to
 - Your name
 - Email
 - Address
 - Whether you want to use a credit card, debit your bank, or google pay
 - Your credit card / bank / google pay information
 - If you want to cover the fees for the transaction (rather than the church)
- 3) For the system to remember you, you will need to enter a password and a PIN.
- 4) If you want this to be a recurring gift, you can choose how frequently and which day you want to give.

Notes about the system:

- Tithe.ly does not allow you to set up a recurring gift to multiple funds. You can set up multiple recurring gifts, which allows you to do the same thing.
- It does allow you to set up gifts to multiple funds if it is not a recurring gift. There is a circle with a plus sign and a circle with a minus sign to indicate adding or deleting gifts.
- Our old system sent an email a few days prior to the transaction stating that it would be occurring. This system does not do that. It does however send you an email on the day the transaction processed.

Did you use our old online giving system? Here are some instructions:

1. Login to your account on our old system, ServiceU.
2. If you have a recurring payment, you will want to go in and cancel it. You will also want to delete your payment information. Both of these can be done by going into your profile.
3. Click on My Profile, then on My Settings.
4. You should see a section on the right side that says "Financial Settings."
5. You will want to go into the "payment methods" section and delete all payment methods you have there. You will also want to go into the "recurring payments" section and delete any recurring payments.

Thank you for your generosity and the time you took to make these adjustments!