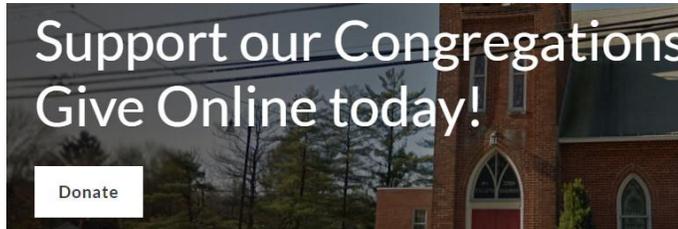


# Steps to Give Online from Mt. Zion Web Site

1. To use the online giving, go to the web site and click on the *Donate* button at the bottom of the page, as shown below.



- a.
- b. OR from the Menu at top labeled **"About Us/Mission Work/Donation"** where there is also Instructions.



- c.
- d.

2. Enter the amount you wish to give on left (under amount) and choose the Fund by **clicking on the down arrow on far right** as shown on **both** screens below. You will see a **list of funds** as shown on the right screen shot below. Scroll down to see the entire list. For **Mt. Zion** members, any Fund shown can be used and multiple funds can be chosen. **To choose more funds** click on **+ANOTHER FUND** (shown below left) which opens a second line. Enter amount and fund for second, third etc. funds.

A screenshot of the online giving form for Upper Bermudian Lutheran Parish. The form includes fields for "Amount" (set to \$10.00) and "Fund" (set to Current). There is a red arrow pointing to a small down arrow icon on the right side of the "Fund" field. Below these fields are buttons for "GIVE ONCE" and "GIVE MULTIPLE TIMES", a "Gift date" dropdown set to "Today", an "Email address" field, and a "Total: \$10.00" label. A blue "CONTINUE" button is at the bottom right. A red arrow points to a "+ ANOTHER FUND" button.A screenshot of the online giving form for Upper Bermudian Lutheran Parish, showing the dropdown menu for the "Fund" field. The menu lists several options: "Benevolence", "GROUND OAK OFFERING", "Current", "Facility", "Scholarship", and "Food Pantry". A yellow oval highlights the "Benevolence" option. A red arrow points to the down arrow icon on the right side of the "Fund" field. The rest of the form is identical to the previous screenshot.

- 3.

4. For Ground Oak Members, please choose the FUND **“Ground Oak Offering”** (first one on the list). Danielle will use that Fund total for the week to write a check to Ground Oak Treasurer to deposit. June will send to individuals, their offering report for the period given, which they can then forward to the GO Recorder with instructions on which Fund(s) they wish to give to.

5.

Upper Bermudian Lutheran Parish  
Gardners, PA

How much would you like to give?

Amount: \$ 0.00

Fund: **GROUND OAK OFFERING**

GIVE ONCE

Gift date: Today

Email address:

Total: \$0.00

CONTINUE

6.

7.

8. Once funds are entered, choose the frequency of gift, **Once or Multiple** times; If multiple choose how often, Enter **the date** for gift and **your email address** and click **“continue”**.

Upper Bermudian Lutheran Parish  
Gardners, PA

How much would you like to give?

Amount: \$ 10.00 Fund: Facility

Amount: \$ 10.00 Fund: Scholarship

+ ANOTHER FUND

GIVE ONCE | **GIVE MULTIPLE TIMES**

EVERY WEEK | EVERY 2 WEEKS | **EVERY MONTH** | TWICE A MONTH | EVERY 3 MONTHS

Start date: 4/11/2020

Email address: jcline49@comcast.net

Total: \$20.00

CONTINUE

9.

**10. The next step is important. For Ground Oak whose giving is not currently being recorded in Realm, you can either continue as a Guest OR if you created a login to Realm, you can sign in to Realm at this point.**

Upper Bermudian Lutheran Parish  
Gardners, PA

It looks like you've given before. Welcome back!

Password  
●●●●●●

BACK CONTINUE AS GUEST SIGN IN

**11.**

**12. Mt Zion members (who currently give by envelope), SHOULD SIGN IN, otherwise your online giving will not get combined with your envelope giving for the year end statements.** Once signed in, you can choose your payment method and save it for future times and check the box for helping with the processing cost. **Note: if you never created a Realm login,** send an email to June ([jcline49@comcast.net](mailto:jcline49@comcast.net)) asking me to send you a Realm login “invite” which is a link for you to use to create your login.

If, however, you **don't currently give at all,** you can choose “Continue as guest”, as shown above .

**13. Once you have completed everything, click the Give box in lower right to finish the transaction.**

How would you like to give?

CREDIT OR DEBIT BANK ACCOUNT

Account Number

Name On Card Expiration Month 04 Expiration Year 2020

Billing Address 1 Billing Address 2

Billing City Billing State Billing Postal Code

Save for future use.

Contribute an extra \$0.30 to help offset processing costs.

BACK GIVE \$10.00

**14.**

**15. Once you have clicked the Give button, you will see a message with the amount you gave and the Receipt number.**