

# How to Use EasyTithe: Trinity's online giving platform

## General

Through EasyTithe, you may make donations from a credit card, a debit card, a bank account or via Google Pay. EasyTithe allows you to set up recurring tithes or offerings, make changes to your scheduled donations and see reports of your donation history.

Access the EasyTithe website by clicking the link on the "Give" page on Trinity's website: <https://trinityparish.com/give/>

We recommend creating an EasyTithe account so that you can review your donation history and make changes more easily. If you don't want to create an account, you can still set up a one-time or recurring donation.

If you already have recurring giving set up - sign in using the email address used to set up your account. Forgot password? Put in your email address, click sign in, then click forgot password.

**These steps will help you set up an account, as well as edit your recurring payments should you already have payments scheduled.**

## Account Setup



To create an account, click on "Sign In" at the top of the page.

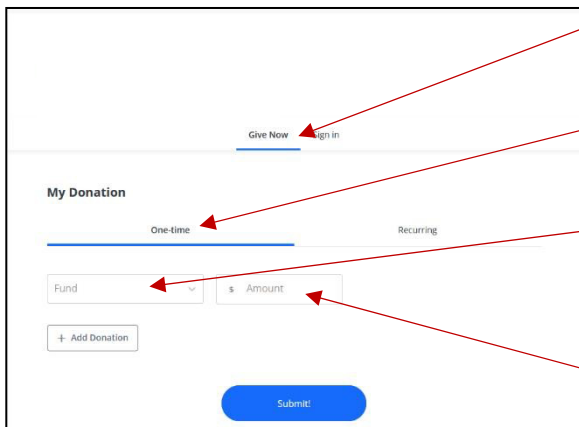
Click on "Create One" at the bottom.

In order to register with your phone number, a secure pin must be sent to your device and provided below when prompted.

Fill out the form.

Click on "Register" to create your account.

## Making a Donation (one-time or recurring)



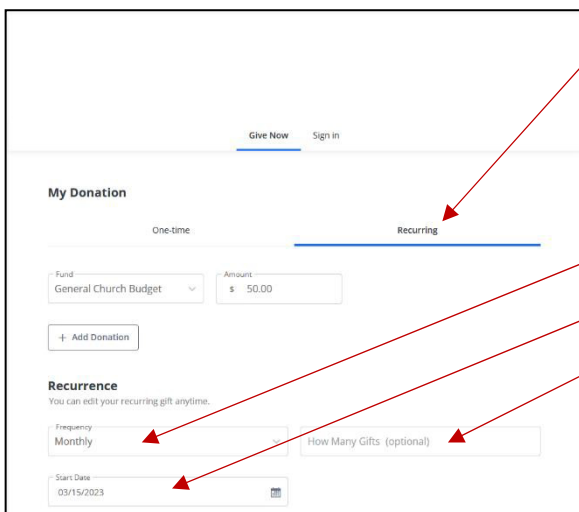
The screenshot shows the 'My Donation' section of a website. At the top, there are links for 'Give Now' and 'Sign in'. Below this, there are two tabs: 'One-time' (which is selected) and 'Recurring'. Under the 'One-time' tab, there is a 'Fund' dropdown menu, an 'Amount' input field, and a '+ Add Donation' button. At the bottom of the form is a blue 'Submit!' button.

To donate, click on "Give Now" at the top of the page,

You can choose to make a one-time donation here.

Select the appropriate fund for your donation from the drop-down menu. Select 2024 pledge campaign to pay one time to your 2024 pledge commitment.

Add the amount you wish to donate.



The screenshot shows the 'My Donation' section of a website. At the top, there are links for 'Give Now' and 'Sign in'. Below this, there are two tabs: 'One-time' and 'Recurring' (which is selected). Under the 'Recurring' tab, there is a 'Fund' dropdown menu (set to 'General Church Budget'), an 'Amount' input field (set to '\$ 50.00'), and a '+ Add Donation' button. Below this is a 'Recurrence' section with the text 'You can edit your recurring gift anytime.' It includes a 'Frequency' dropdown menu (set to 'Monthly'), a 'How Many Gifts (optional)' input field, and a 'Start Date' input field (set to '03/15/2023').

Or, you can choose to set up a recurring donation.

In addition to selecting a fund (select "2024 pledge campaign" to pay toward your 2024 pledge commitment) and adding the amount, you will also need to select:

The frequency for your donations (weekly or monthly, for example),

The start date for these donations,

A limit on the number of donations (this step is optional).

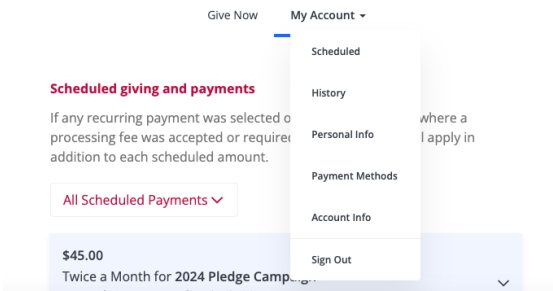
You will then be prompted to choose or enter your payment method. When you have completed the form, click "Submit".

*See next page for how to make changes to your current recurring payments, i.e. updating payments to reflect your 2024 pledge commitment.*

# Making Changes

To make changes to your scheduled donations, click on "My Account" then click "Scheduled" after signing in.

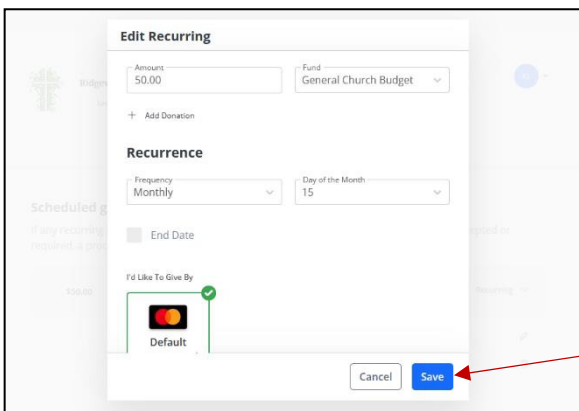
## Offering



Click on the payment you wish to change if needed.

To edit aspects of your donation, click on the pencil icon on the righthand side.

To delete the donation completely, click on the garbage can icon on the righthand side.



After clicking on the pencil icon, you can edit aspects of a specific donation.

Here you can change the amount, fund, frequency, dates, and payment method.

Click "Save" after making the desired changes.

To make changes to your saved payment methods or to update credit card information,

Click on "My Account".

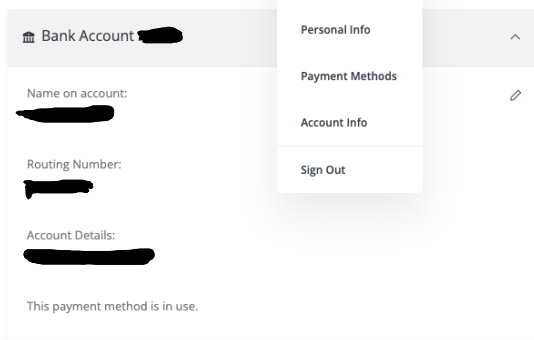
Then select "Payment Methods" to view your currently saved pay

To edit the payment method, click on the pencil icon on the righthand side.

Add new payment methods with the "Add Payment Method" button.

You can also update your home address by selecting "Personal Info" or change your account password by selecting "Account Info" on this page.

## Default Payment Method



## More Help

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If you need more help with EasyTithe, or a reminder of your 2024 pledge commitment, please contact Bethany Kelly, parish administrator:

(931) 645-2458

[bethany@trinityparish.com](mailto:bethany@trinityparish.com)

Thank you for your support for the mission of Trinity Parish!