




Online Giving User Guide



1. Go to the christchurchlex.com home page.
2. At the top of the homepage, click on the **GIVING LOGIN / REGISTRATION** menu item.



3. If this is your first time giving, click the **Create account** link at the bottom left of the Login window. Otherwise, submit your username/email and password and proceed to step 7.

Login ×

Username or Email 

Password  

Remember Me

LOGIN

[Create account](#) [Forgot password?](#)

4. Fill out the registration form. All fields except Address 2 are required.

John 

Doe

jdoe

jdoe@gmail.com

123 Main St

Address 2

Lexington


KY

40513

.....

.....

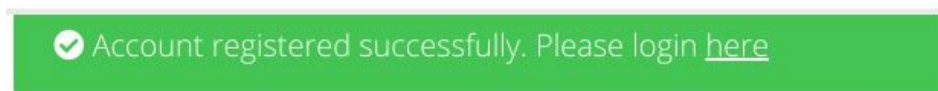
Medium

I'm not a robot  reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

After you have entered a password in each field, click the box next to “I’m not a robot” then click the **CREATE ACCOUNT** button.

5. Scroll to the top of the registration form to confirm the registration is complete. Click the [here](#) link to log in.



6. On the Login form, enter your user name and password then click the **LOGIN** button.

Login

jdoe

.....

Remember Me

LOGIN

[Create account](#) [Forgot password?](#)

- Click the **GIVING** menu button at the top right of the page.



- On the *Giving Tithes & Offering* page, click the **GIVE** button on the fund for your tithe or offering.

GIVING TITHES & OFFERING

General Fund

Tithes and offering for Christ Church's ministry and operational needs.

GIVE

Missions Fund

Direct support of our local and global missionary partners.

GIVE

Jesus Cupboard

Offering to assist individuals and families in your community.

GIVE

- The *Your Donation* form appears. To close the form without completing a transaction, press the ESC key or click outside the form. Otherwise, enter the donation amount.

Your Donation

In the *Details* section, ensure all fields are complete.

Details

First name *

Last name *

Email *

Billing ZIP Code *

The next portion of the *Your Donation* form provides options for payment methods. **Note: In the interest of security, no financial information is stored by our systems.**

Credit Card - Enter the credit card information into the appropriate fields.

Payment

Choose Your Payment Method

Visa, MasterCard, American Express, Discover PayPal

Offline Offering E-check (ACH)

Card Number *

CW Number * Expiration *

 01 2020

PayPal - No additional information is required on the form.

Payment

Choose Your Payment Method

Visa, MasterCard, American Express, Discover PayPal

Offline Offering E-check (ACH)

Offline Offering - No additional information is required on the form. Upon submission of the form, the next page will provide instructions for mailing your check to Christ Church.

Payment

Choose Your Payment Method

Visa, MasterCard, American Express, Discover PayPal

Offline Offering E-check (ACH)

E-check (ACH) - Enter the checking or savings account information into the appropriate fields.

Payment

Choose Your Payment Method

Visa, MasterCard, American Express, Discover PayPal

Offline Offering E-check (ACH)

Account Number * Routing Number *

Name on Account * Type of Account *

The final section of the form allows you the option of relieving Christ Church of fees for credit card, PayPal, or E-check (ACH) transactions. To decline, click the checkbox to clear it.

Yes, I want to cover the Visa, MasterCard, American Express, Discover processing fee of \$3.82.

Confirm your amount and complete your gift by clicking the **GIVE** button.

Your Total Donation: \$127.27

GIVE

Note: If PayPal is being used, the PayPal website will appear for completion of your transaction. Once the transaction is complete, click the button at the bottom of the PayPal confirmation page to return to the Christ Church website which will display your donation receipt.

10. A receipt page will verify that your payment was processed.

DONATION RECEIPT

Donation Number: 19497

Date: April 23, 2020

Total: \$127.27

Payment Method: Visa, MasterCard, American Express, Discover

Your Donation

	Campaign	Total
Missions Fund		\$123.45
Processing fee		\$3.82
Total		\$127.27

11. When payments are processed by our financial institution you will receive an email receipt.

Your Tithe/Offering Receipt

Dear John,

Thank you for your generous financial support of the ministry and mission of God's Kingdom through Christ Church!

Your Receipt

General Fund: \$123.45

With thanks, Christ Church, Lexington

[Christ Church, Lexington](#)

12. Once all tithes/offerings have been made, click the **LOG OUT** link on the menu at the top of the page.

