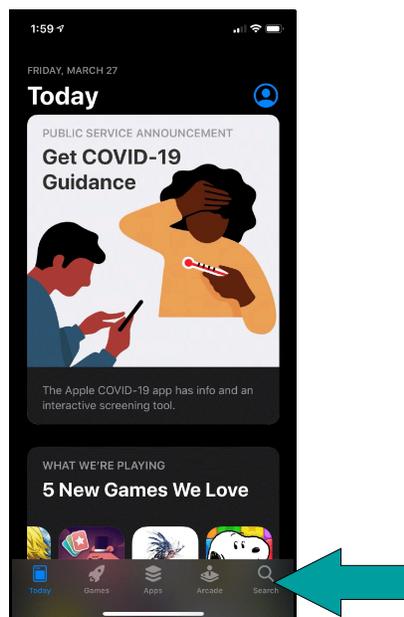
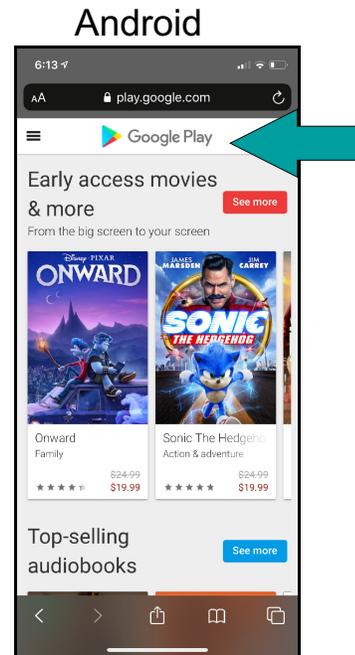
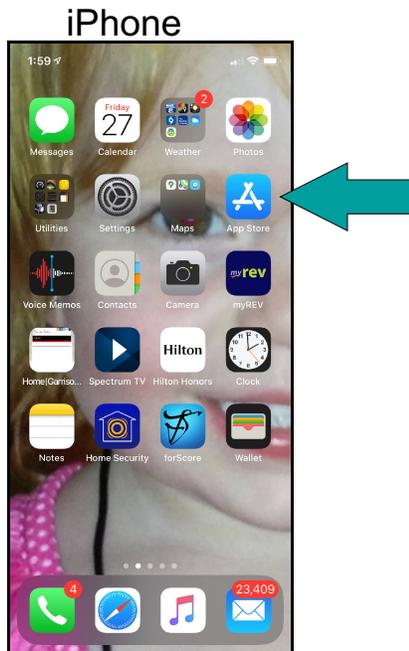


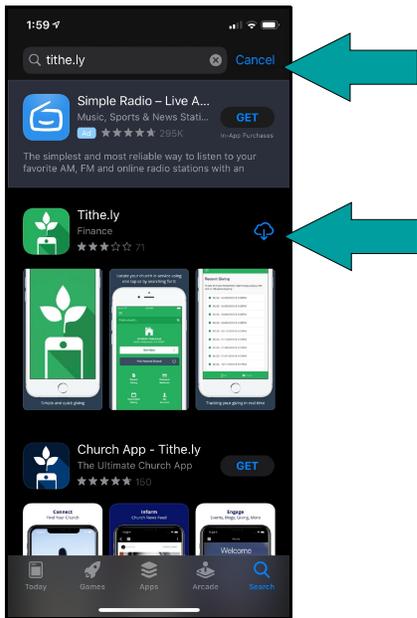
How to Install and Use Tithe.ly on your Phone or Tablet

Installing the Phone App

Find the icon for your **App Store** (iPhone) or **Google Play Store** (Android) and tap on it.

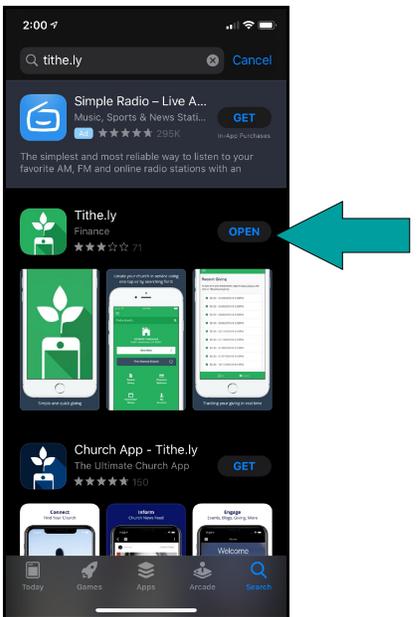


Find the **Search icon** and tap on it.



Enter **Tithe.ly** in the Search box.

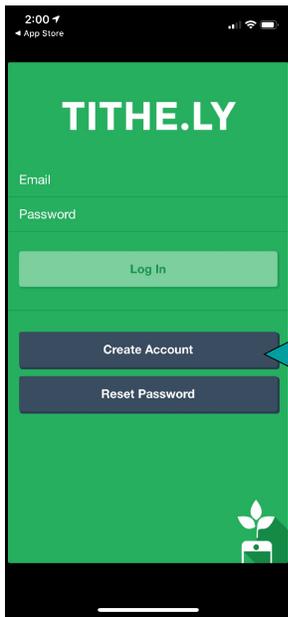
When you see the Tithe.ly app, tap on the **Download icon**. The app should install itself. (If you don't have facial recognition or fingerprint ID, you might be asked for your Apple or Google ID and password. This is a free app – there is no charge to install it.



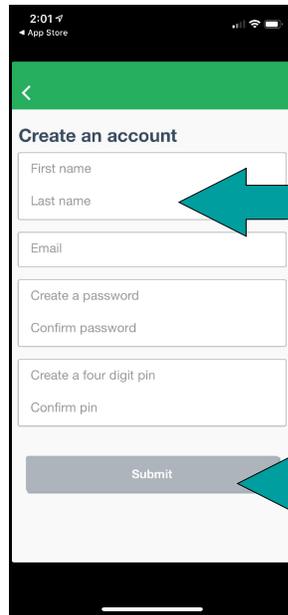
A successful installation should look like this.
Tap on the **OPEN** icon to start the app and sign up with Tithe.ly.



A pop-up menu appears asking if you will allow Location Services. This is useful for locating our church. I tapped on **"Allow While Using App"**. After setting up the app, this can always be turned off in Settings if you like.

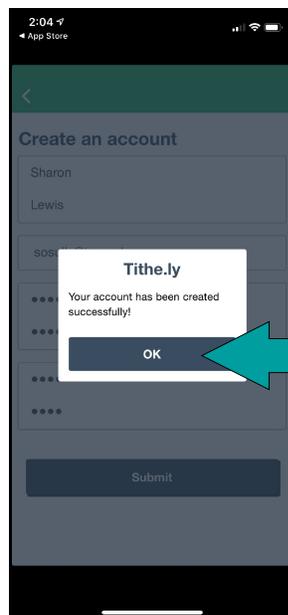


Next page, tap on **CREATE ACCOUNT**.



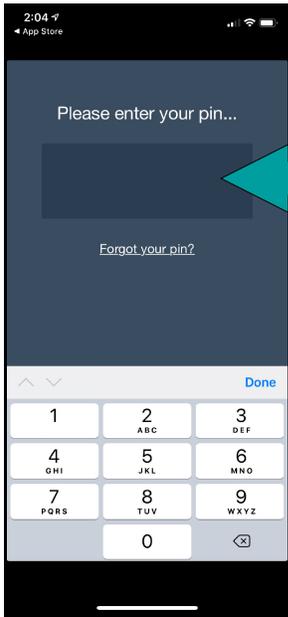
Fill in the requested information:
Email address for your account
Create a **password**
Choose a **PIN** for routine log-in

Tap on **SUBMIT** when finished.



You should then receive a confirmation that your account was successfully created.

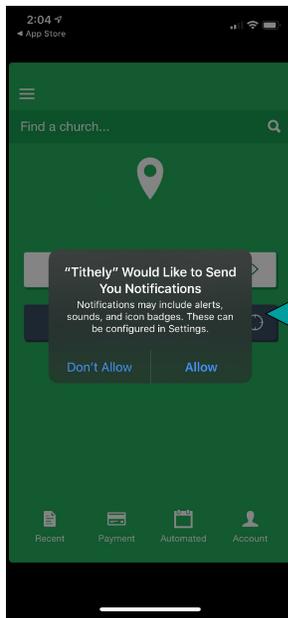
Tap **OK** to move to the next screen.



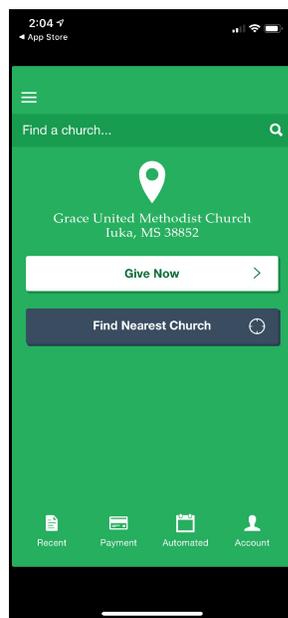
The next screen asks for your **PIN**.

This is the same sign-in screen you will see every time you start the app.

Enter the **PIN** you previously chose.

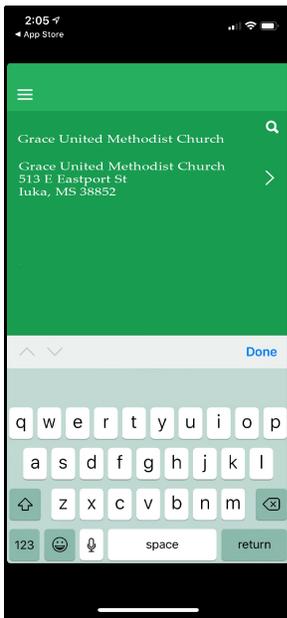


This screen asks if you want to allow notifications. It doesn't matter if you allow or don't allow – your personal preference. It won't ask this again.



Now we identify our church!

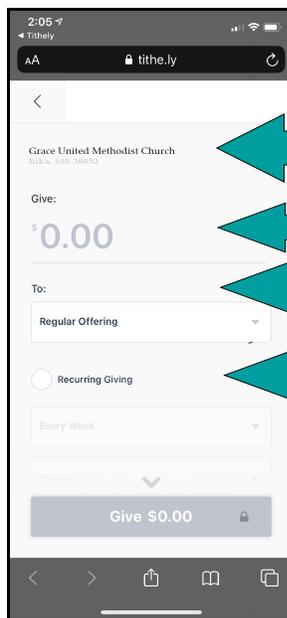
In the search bar (**Find a church**) type in **Grace United Methodist Church, Iuka**



If you turned on Location Services, our church should be first on the list.

Tap on our name and address.

Grace United Methodist Church
Iuka, MS 38852



Next we have the main **GIVING** page, without a confirmation. Make sure the church name is correct!

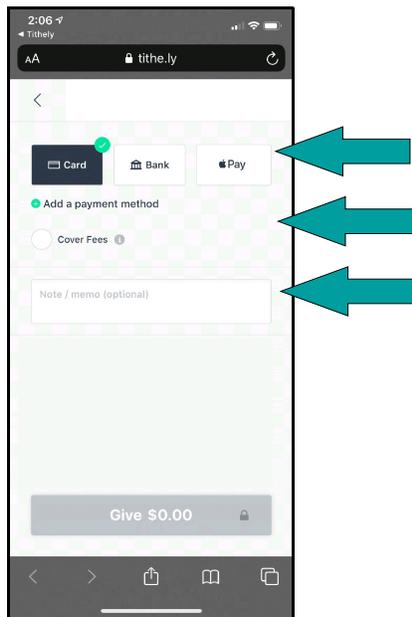
We'll just review some boxes on the top half of the page.

The first box asks for the **AMOUNT** of your contribution.

Next is a choice of **REGULAR OFFERING** (the default), **BUILDING FUND**, or **DESIGNATED FUNDS**.

If you check the box for **RECURRING GIVING**, you will get a pop-up box asking for weekly, every other week, monthly, or bi-monthly. If the box is not checked, you will be sending a one-time contribution.

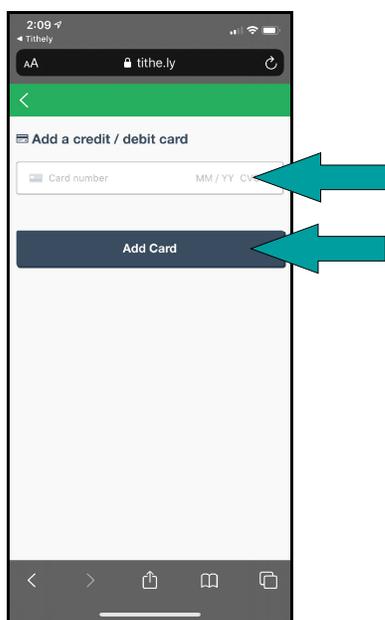
You need to complete the rest of the page, so **SCROLL DOWN** to see the bottom half.



Here we add how your payment is processed. Tap on either **CARD** or **BANK** and then tap on **ADD A PAYMENT METHOD**. We'll do **CARD** first.

Notice the button to choose **COVER FEES**. Please consider tapping on this. While there is no monthly fee for this online service, we are charged by the banks involved – 30¢ for each transaction plus 1% for ACH transfers (checking accounts), 2.9% for most credit and debit cards, and 3.5% for AmEx. Covering this small expense will allow our church to have use of your full contribution.

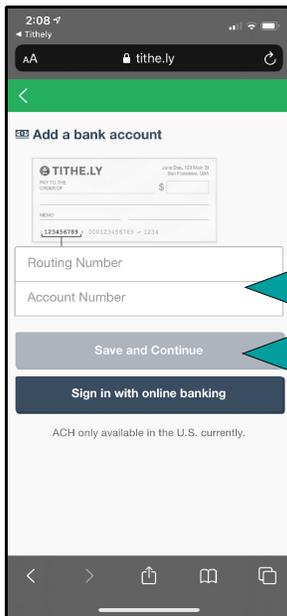
Also notice the **NOTE/MEMO** box. If you selected **DESIGNATED FUNDS** on the top half of the page, then here you can tell us where to put your contribution – for example memorials, music, organ fund, pastor's discretionary fund, etc.



If you choose **CARD / Add payment method** you will see this screen. It asks for your card's Account Number, Expiration Date, and CVC. This is the same whether it is a Credit Card or a Debit Card.

Enter the requested information and tap on **ADD CARD**.

You can either add another card or go back to the previous screen to add a bank account.



If you choose **BANK** on the previous screen, you will see this screen. Copy the requested information from one of your checks – Routing Number and Account Number.

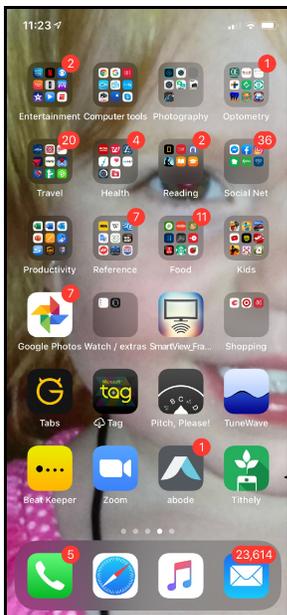
Tap on **SAVE AND CONTINUE** when finished.

You will notice that the third payment option is Apple Pay. It is not necessary to install it separately. If it has already been activated on your phone (and by your bank) you can use it for any card that you have already installed on Tithe.ly. In other words, it will only work on cards that have been linked to your Tithe.ly app and will not work unless you have already linked a card. Google Pay is in the works.

Also note that direct transfer from your checking account to the church account incurs a 1% fee (plus 30¢) for an ACH transfer (checking) while a debit card incurs a 2.9% (plus 30¢) fee for the same transfer.

This completes the installation and setup of your phone app.

Using the Phone App



Now that you've installed the Tithe.ly app on your phone, you can use it anytime by tapping on the **Tithe.ly icon** on your phone.

If you have logged off, you will be asked for your login information.

This takes you to the Tithe.ly home page.

Confirm that the correct church is identified.

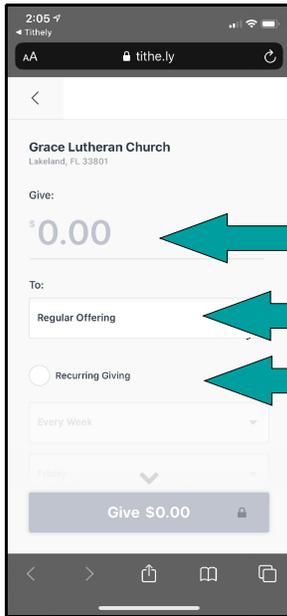
Grace United Methodist Church

Iuka, MS 38852

Give Now takes you to the main giving page.

Note that there is a new **Quick Give** to send a repeat of your last offering – same amount, same fund, same payment account, etc.





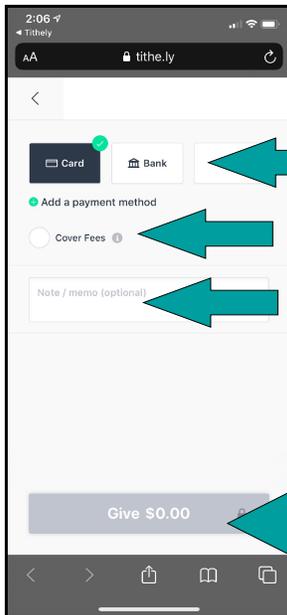
Top of Giving Page

Enter **AMOUNT** of Offering

Regular Offering is default. change for **Building Fund** or **Designated Fund**.

Is this **Recurrent Giving**?

Don't tap on **Give \$0.00** yet



SCROLL DOWN to Bottom of Giving Page

Choose or confirm **Payment Method**. You don't have to re-enter any information again.

Consider **Cover Fees**.

Add a **Note** if you've chosen Designated Funds.

Now you can tap on the the **Give \$0.00** tab. This is the "Enter Key" that submits your request for payment.

Your payment has been transmitted to Tithe.ly who will process your offering and send you an email receipt. A report will be available to our Financial Secretary in order to record your offering in church records. Please read the attached FAQs.