Automatic Giving

Always forgetting your checkbook on Sunday morning?
Set up automatic giving to Light of Christ.

FROM YOUR BANKING ACCOUNT

If you already pay your bills from your online banking account, you can add Light of Christ as a payee. These instructions are for Chase, but other banks should follow a similar method. The instructions will work both for the Chase website and for their smartphone app, though the app does things in a slightly different order.

Note: Even though you are setting Light of Christ up as a payee, your bank will likely be sending a paper check to us on your behalf.

Set up Light of Christ as a payee

- Sign in to your online banking account.
- Choose from the menu, choose Pay & Transfer > Pay Bills, then Manage payees.
- Click "Add a payee."
- Start typing in "Light of Christ" in the search window until you recieve the message "Don't see your payee?" Click on the "Add them" link.
- The next screen prompts "Tell us the following info to set up your new payee."* Fill in the fields...

- *Payee Name:* Light of Christ Anglican Church
- *Payee Address:* PO Box 956
- *City:* Kenosha
- *State:* Wisconsin
- *ZIP code:* 53141
- Check the box "I don't have an account number with this payee."
- Add a message, saying what the payment is for, such as "Tithe."
- Click "Next."

- The next screen asks "Does everything look OK?" Confirm the address is correct. Towards the bottom of the screen are "More payee settings." You can change the account the payment comes out of here. Once you've verified everything is correct, click "Add payee."

Does everything look OK?	
Payee name	Light of Christ Anglican Church
Nickname	LOC
Payee address	PO Box 956 Kenosha, WI 54141
Phone number	None
Message	Tithe
Delivery method	5 business day paper check

More Payee Settings

Pay-from account	My Account Name ... (XXXX) ⌄
Bill pay group (optional)	Ungrouped ⌄

Cancel   Back   **Add payee**

- You are on a confirmation screen that says "You've added Light of Christ Anglican Church." You have 3 options at the bottom, to "Set up a repeating payment," "Add another payee," or "Pay now."

Set up a repeating payment

Pay from	My Account Name ... (XXXX) ⌄
Amount	$ 100.00
Memo (optional)	
	Your check will include this note.
Frequency	Monthly ⌄
	If this date ever falls on a weekend or holiday, we'll make sure your payment arrives 1 business day earlier.
Deliver by	7th ⌄
Duration	● No ending date
	○ Number of payments
First payment date	Aug 7, 2018 ⌄
	▶ See payment schedule (up to 6)

Cancel   **Next**

- In the "Pay to" dropdown, choose the Light of Christ payee you just set up (not necessary if you clicked the "Set up repeating payment" button on the prior screen).

- In the "Pay from" dropdown, choose the account you wish to draw from.

- Type in the "Amount."

- Choose the frequency (Monthly is the default.)

- Choose the "Deliver by" date. (Note that we will receive a mailed check; subtract 5 days to know when the payment will be debited from your account.)

- Choose a duration; "No ending date" is the default.

- Click "Next."
- You will be asked "Does everything look OK?" Verify the information and click "Set up payments."
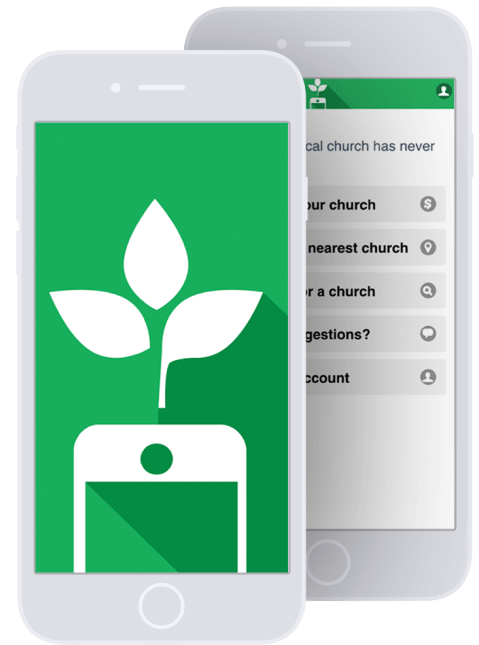
FROM OUR WEBSITE/TITHE.LY

Tithe.ly is a gateway we use to take payments through our website. It can be added as an app on your your smartphone or used on our website.

Note: Tithe.ly charges a credit card transaction fee which either comes out of your gift, or you can choose to pay it. If you prefer to to incur transactions fees, you should set up automatic giving from your bank account.

Getting Started

Web: Go to lightofchristkenosha.org/give. For regular giving, we suggest you give to the General Fund, so click "Give to General Fund."

Smartphone: Visit your app store (iOS & Android available), search for "tithe.ly," install the app.

Setting up an account

Web: Click Login/Sign Up in the upper right-hand corner of the giving box.

Smartphone: Open the app.

Both: Click "Create account."

Fill in the first name, last name and email fields, then create and confirm a password and a PIN.

Click "Submit."

If necessary, log in using the account information you just provided, including your PIN.

(On the smartphone, search for Light of Christ Anglican Church and select it to continue.)

Create an account

First name

Last name

Email

Create a password

Confirm password

Create a four digit pin

Confirm pin

Submit

On the next screen, add your credit or debit card by clicking on the green + button. Type in your card number, security code and expiration date, and click "Add card."

Setting up a recurring payment

If not automatically taken to the giving screen, click "Give now." (If you are on the **web**, make sure you are giving to the General Fund.)

Type in the amount you want to give.

Choose the credit/debit card you wish to use.

If you would like to "Cover card processing fees?" in the transaction, click the slider to green.

To "Setup automated giving?" move the slider to green, set the "Give:" field to "Every Month," and the "On the" field to the day of the month you want the money debited from your account.

Once everything is filled in, click the "Give $__.__" button at the bottom.

Light of Christ

We reflect the light of Christ's love, hope & healing in Southeast Wisconsin.

www.lightofchristkenosha.org