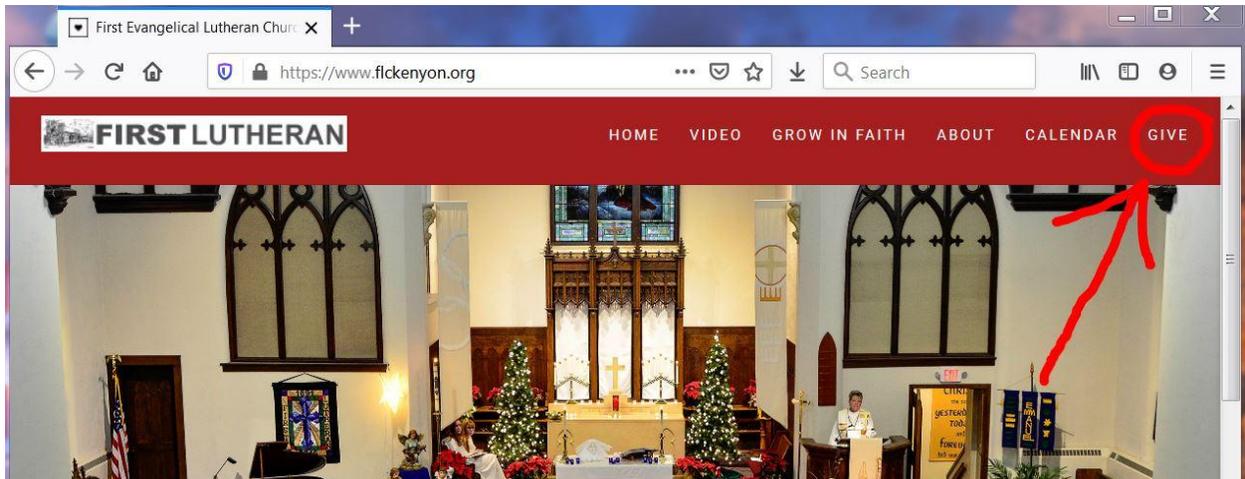


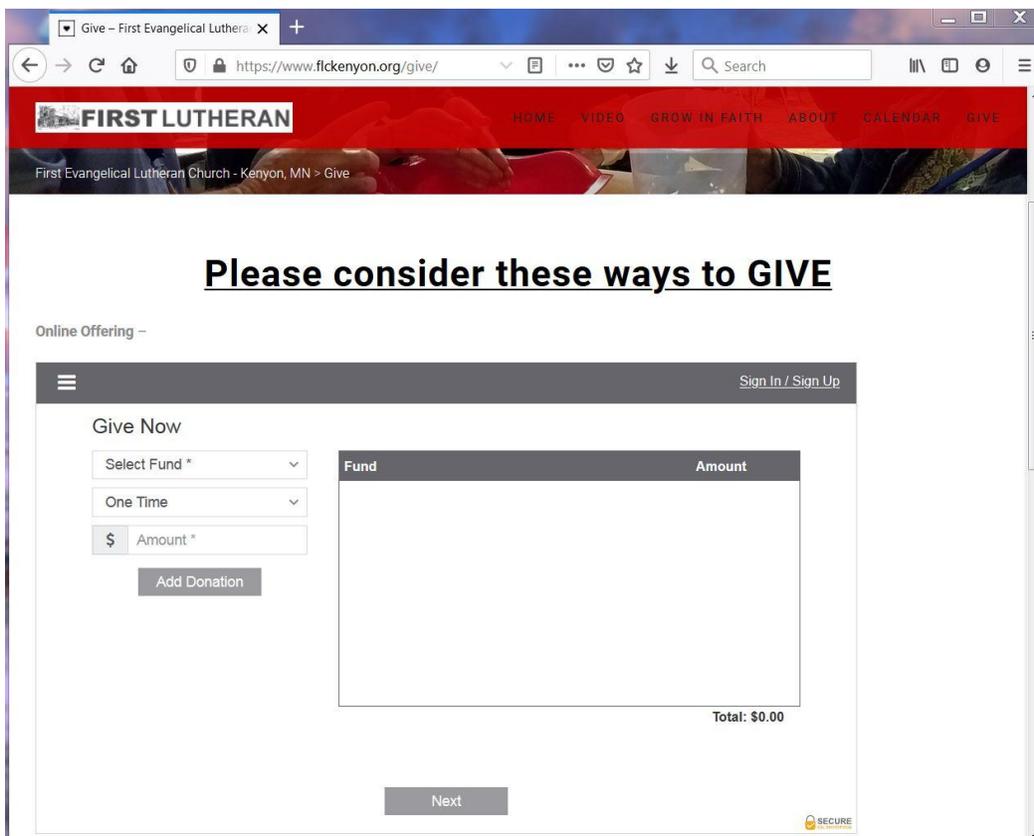
# How to give to First Lutheran online

**Step One** - Visit the website at: [www.flckenyon.org](http://www.flckenyon.org)

**Step Two** - Next, click on the "GIVE" tab in the website menu

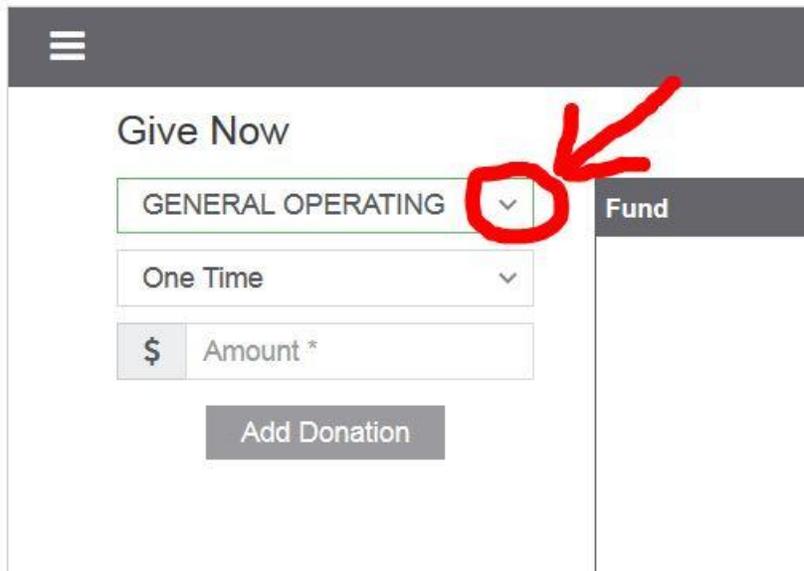


**Step Three** - You should then see this screen at the top (as shown below)



**Step Four** - Click [HERE](#) and choose "GENERAL OPERATING" as shown.

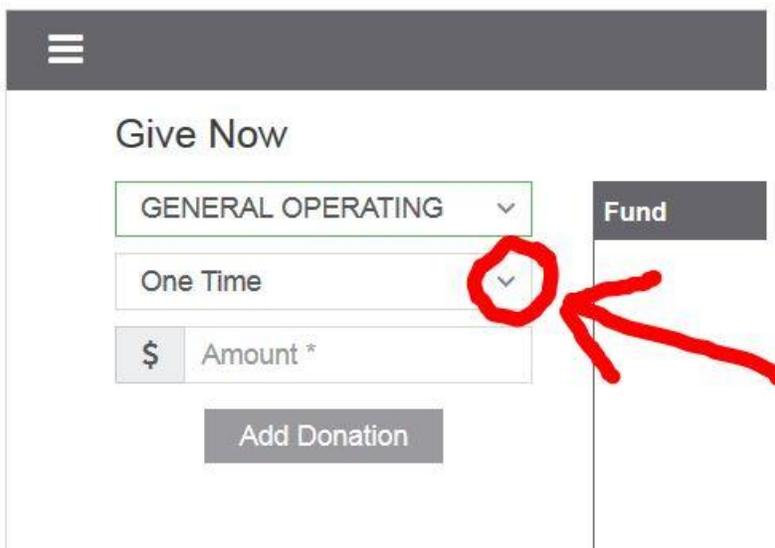
Online Offering –



The screenshot shows a web interface for making a donation. At the top, there is a dark grey header with a hamburger menu icon. Below the header, the title "Give Now" is displayed. The form contains three main sections: a dropdown menu for the fund, a dropdown menu for the donation type, and a text input field for the amount. The fund dropdown is currently set to "GENERAL OPERATING" and is circled in red with a red arrow pointing to it. To the right of the fund dropdown is a dark grey button labeled "Fund". Below the fund dropdown is a dropdown menu for the donation type, currently set to "One Time". Below the donation type dropdown is a text input field with a dollar sign icon and the label "Amount \*". At the bottom of the form is a dark grey button labeled "Add Donation".

**Step Five** - (OPTIONAL) Only click here if you want to set up a recurring donation. You will need to sign-up and following the instructions to set-up this donation format (*not explained in these instructions*).

Online Offering –



The screenshot shows the same "Give Now" form as in the previous image. The fund dropdown is still set to "GENERAL OPERATING". The donation type dropdown is now set to "One Time" and is circled in red with a red arrow pointing to it. The "Amount \*" input field and the "Add Donation" button are also visible.

**Step Six** - Enter the AMOUNT of your contribution. (Minimum contribution is \$3 and the amount you declare should be in whole numbers with no decimals -- *not \$25.00*)

Online Offering –

The screenshot shows the 'Give Now' form. At the top left is a hamburger menu icon. Below it, the title 'Give Now' is displayed. There are three dropdown menus: 'GENERAL OPERATING', 'One Time', and a third one containing '\$' and '25'. The '25' is circled in red. Below the dropdowns is a dark grey button labeled 'Add Donation'. To the right of the form is a dark grey box labeled 'Fund'.

**Step Seven** - Click "Add Donation" and you should see your contribution appear similar to this next screen:

Online Offering –

The screenshot shows the 'Give Now' form after a donation has been added. On the left, there are three dropdown menus: 'Select Fund \*', 'One Time', and '\$ Amount \*'. Below them is a dark grey button labeled 'Add Donation'. On the right, there is a table with a dark grey header 'Fund' and a sub-header 'Amount'. The table contains one row: 'GENERAL OPERATING' (underlined in red) with '\$25.00' (circled in red) and 'One Time' (with a trash icon). At the bottom right of the table area, it says 'Total: \$25.00'. In the top right corner of the page, there is a link 'Sign In / Sign Up'.

## Step Eight - Click "Next"

Online Offering –

The screenshot shows the 'Give Now' interface. On the left, there are three input fields: 'Select Fund \*' (a dropdown menu), 'One Time' (a dropdown menu), and '\$ Amount \*' (a text input field). Below these is an 'Add Donation' button. On the right, there is a table with two columns: 'Fund' and 'Amount'. The table contains one row: 'GENERAL OPERATING' with an amount of '\$25.00' and 'One Time' below it. A trash icon is to the right of the amount. Below the table, it says 'Total: \$25.00'. At the bottom center, a 'Next' button is circled in red with a red arrow pointing to it from the right. In the bottom right corner, there is a 'SECURE' logo.

Fund	Amount
GENERAL OPERATING	\$25.00 One Time

Total: \$25.00

Next

**Step Nine** - Complete the following screen with your full name, address and bank account details (as shown). At the top choose whether this account is a checking or savings account by toggling the radio button. This will be a safe and direct transfer of funds from your bank account directly to the church (usually in the church's account within 3 days). When completed click "Next."

Online Offering –

The screenshot shows the bank account details form. At the top, there is a dropdown menu labeled 'Pay by Checking/Savings Account'. Below it, there are two radio buttons: 'Checking' (selected) and 'Savings'. The form contains several input fields: 'Name' (Joe Sample), 'Address 1' (123 Church Way), 'Address 2' (Address 2), 'City' (Kenyon), 'State' (MN), and 'Zip' (55946). To the right, there is a section for bank account details, including a routing number (123456789) and an account number (123456789). A 'Next' button is located at the bottom right of the form.

Pay by Checking/Savings Account

Joe Sample

123 Church Way

Address 2

Kenyon

MN 55946

Checking Savings

123456789 123456789

Next

**Step Ten** - Please carefully review you church donation. If it is not correct, please go back and modify. Otherwise, click the "Donate Now" button and your donation will be made to the church. You may check the box for Email Receipt and declare an address for a receipt (although, in my testing this function does not always work). If you would like a receipt you may also contact the church office...but please allow at least 5 days after making the electronic contribution)

Online Offering -

Sign In / Sign Up

### Donation Summary

**Donor Name**  
Joe Sample

**Account Number**  
 \*\*\*\*6789

**Email Receipt**

Fund	Amount
GENERAL OPERATING	\$25.00 One Time

Total: \$25.00

[Back](#) [Donate Now](#)

SECURE TRANSACTION

**THANK YOU** for your generous support of  
**First Evangelical Lutheran Church Kenyon**