Welcome to Online Giving

The organization to which you are contributing has partnered with Logos Management Software to provide this efficient method for processing contributions. Logos Management Software has been providing management resources to churches, schools, and non-profit organizations since 1980. The instructions and illustrations provided may differ from what you see on your screens as each organization is able to customize various features of this web application.

The Home Page of your Online Giving account allows you to quickly enter a one-time contribution to one or more funds. You can also see a summary of your giving activity.

Home Page

The "offering envelope" section lists the funds to which people give the most often. You can enter an amount for one or more of these funds. Directly below the "envelope" is a list of other funds to which you can enter a donation. The **Total Contribution** at the bottom of the "envelope" includes the amounts entered in both lists.

Payment – This field lets you select the bank account (or credit card) from which you want this contribution to be made. (Go to the Profile page to define your bank or credit account(s).

Contribution Date – Today's date displays, but you can change to a future date (up to 30 days in advance) if you want the contribution to be processed then.

Links - You can also click on links to –

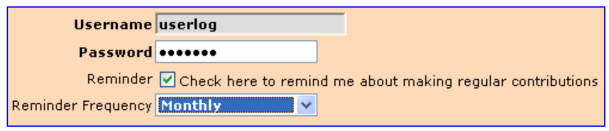
- Edit basic personal information,
- View your giving history, or
- Set up a recurring contribution.

You can jump to one of the other pages of your account either by clicking on the toolbar or by clicking the graphic or text for the page you want to visit.

Profile Page

To update your profile, simply replace any information that is incorrect with your current information and click the **Update Profile** button.

- Field names that are in **bold** type are required. If you select the **Update** button without making an entry in one of these fields, red text (* Field Required) will display immediately after the field as a reminder to complete the information.
- **Phone** fields require a complete phone number with area code (and dashes between the segments) — **805-525-9861**. Or, you may type parentheses around the Area Code and a hyphen following the prefix.
- Field names that are in regular type (Title, Suffix, etc.) are optional.
- **Email** – This email address is used to communicate with you about your online giving account. If you change email addresses, be sure to return here to update this field.
- **Password** – If you change the password, be sure to make note of it, as it will be required the next time you open your online giving account. No one at the organization to which you are contributing has access to your password. If you lose your password, the login screen to this website has a **Send Password** option that will generate an automatic response to your email address with your username and a new password.



- **Reminder** – When this check box is marked, you will receive automated email reminders about making regular contributions. The reminders will be sent based on the **Frequency** selected here. Unmark the check box if you prefer to not receive such reminders.

Update Profile

After making any entries in profile fields, click this button to update your account.

My Accounts

To define your bank and/or credit card account information that is used to make donations, click the **My Accounts** button to open the **Accounts** page. Use this page to enter or edit information on your bank account(s) from which contributions are to be made. If the organization to which you are giving has chosen to accept contributions by credit card, you can edit or add credit card information. **NOTE:** The first five digits of any account number always display as "X's" to protect your privacy.

Accounts

Any accounts that have been defined display. You can click on **Edit Account** in the grid to modify information about that bank account or credit card.

Add Account

Add Bank Account! — Click here to jump to a page where you enter bank account information: Account Type, Name on Account, Bank Name, Routing Number, Account Number. See the sample check for the typical location of Routing and Account Numbers.

Add Card! — Click here to jump to a page where you can enter credit card information: Card Type, Name on Card, Card Number, Card Expiration, Card Verification, Billing Zip Code.

Update Account — Select this button to save any changes. Once a bank account or credit card is defined, you are ready to enter a one-time contribution on the **Home** page or recurring contribution on the **Contribute** page.

Contribute/Recurring Page

This page lets you set up one or more recurring contribution schedules. You must have first completed or verified the account from which the donation will be made.

1. This page is used only for defining **Automated Contributions**. Individual donations are entered on the **Home** page.
2. You can define more than one Automated Contribution, each with different Payment and/or Giving methods and different Fund and Amount entries.
3. You can define two **Types** of Automated Contributions: **Continuous** (no Ending Date is defined) and/or **Date Range** (both Starting and Ending Dates are defined).
4. **Set Reminder** – You may mark this check box to set an Automated Contribution so that a reminder notice will be sent seven (7) days in advance of when it will be processed. This will give you the opportunity to modify or stop the item before it is transmitted.
5. **Active Contribution** – You may unmark this check box to stop any processing of this item until you decide to re-activate it.

Giving Amounts

Accounts — Funds that have been defined by your organization to receive online contributions are listed. You can give to one or more funds at once.

Amount — Enter the dollar amount to be given for each fund to which you want to give.

Total — Verify this amount before proceeding.

Buttons

Make Contribution — Select this button to save the above entries so that contributions will begin processing as indicated.

Delete Contributions — You can select this button to delete an Automated Contribution record once the commitment has been fulfilled or if it was defined in error. This has no impact on contributions that have already been processed.

Cancel — Select this button to return to the **Home** page without saving any entries.

Giving History Page

This page lets you see a listing of individual transactions for a date range that you select. Transactions that were able to be processed successfully are noted with a green check mark; items that could not be processed display a red X.

> **NOTE:** If your organization also uses **Logos II Church/Donor Management** software to record Contributions, this page will show both giving made online as well as any contributions made in other ways. Contributions that were not made online may take awhile to be displayed, as they must be recorded manually by the organization's staff.

Select Date Range

Choose from the list the date range to be covered in the grid. Options include:

Year-to-Date (default) – the current calendar year

This Month – the current month

Previous Month – the prior month

Previous 3/6/12 Months – the prior three, six, or twelve months

Other… -- opens date fields in which to define a specified range by clicking on the **Calendar** buttons and selecting the **Star**t and **End** dates to display.

Select the **Go!** button to update the display as indicated.

Print Document

Select this button below the grid to open a **PDF** file of this data. You can then print the report.

Excel Spreadsheet

Select this button to open a *Microsoft Excel* file of this data. You can then print the report.

Finished

Select the **Finished** button to return to the **Home** page.