

# Setting Up Automatic Online Giving

1. Open up a browser window, go to [www.stmatthewmedina.org](http://www.stmatthewmedina.org)
2. Click on the ***Give*** tab
3. Scroll down and click on ***Give Here*** button
4. Click on the ***Create Profile*** button
5. Enter your preferred email address
6. Re-enter the same preferred email address
7. Click the ***Continue*** button

**Profile**

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required) mohlerlarry17@gmail.com

Confirm Email Address: (required) mohlerlarry17@gmail.com

Enter Password: (required)

Re-Enter Password: (required)

Password requirements:

- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than \* " or >

8. Enter your personal information into the respective fields  
If you enter a phone number, it is numbers only – no dashes, spaces or parenthesis  
Password must adhere to the requirements listed and be sure to remember it

**Profile**

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required)

Confirm Email Address: (required)

Enter Password: (required)  Password requirements:  
 - Must be at least eight characters  
 - Must include at least one letter and one number  
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 - Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than \* " or >

Re-Enter Password: (required)

Click on the *Create Profile* button

John Doe

**Online Donation**

Thank you for creating a profile. To add a Donation, click the Add Transaction button below. [Return to our Home Page](#)

**My Scheduled Transactions**

You do not have any transactions scheduled.

**My Transaction History**

Date Range:  to

Fund:

No donations were found for this Date Range and Fund selection.

9. Click on the *Add Transaction* button

**Online Donation**

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**Donations**

GENERAL OPERATING:	<input type="text" value="0.00"/>
TRANSITIONAL HOUSING:	<input type="text" value="0.00"/>
ST MATTHEW ENDOWMENT FUND:	<input type="text" value="0.00"/>
OTHER:	<input type="text" value="0.00"/> *
<b>Total:</b>	\$0.00

Donation Frequency:

**Consider Recurring Donations**

Recurring donations provide a steady stream of support. It is a great way to manage charitable giving without the worry of missing a payment– you set the frequency, select the payment method and your gift continues to give over time.

Donation Start Date:  mm/dd/yy 

\* = Required

10. Enter the amount of donation into the respective category(s)

11. Click the ***Donation Frequency*** dropdown box and select one of the following:

One Time

Weekly

Monthly

12. The ***Donation Start Date*** defaults to the current date. Either enter a new date manually or click on the calendar icon to select a new date.

13. Click the ***Continue*** button

**Online Donation**

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**Donation Information**

Account:

---

**Optional:**

Donation is in memory of

---

I'm not a robot
 



reCAPTCHA  
Privacy - Terms

**Note:** Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

**Donation Summary**

GENERAL OPERATING	1.00
TRANSITIONAL HOUSING	1.00
<b>Total Monthly Donation:</b>	<b>\$2.00</b>
Donation Frequency:	Monthly
Donation Start Date:	12/01/21

Review the Donation Summary on the right side. If needed, click the *Edit* button and make the necessary correction(s).

14. Click the *Account* dropdown box and select one of the following and enter the required information:

- New Account – Credit/Debit Card
- New Account – Checking
- New Account – Savings

15. **Please note:** *Donation is in memory of* is optional

16. Click the *I'm not a robot* box

17. Click the *Process* button

**Online Donation**

**Your confirmation number is 363210873**

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<p><b>Thank you for your Donation to</b></p> <p>504739579 St. Matthew Evangelical Lutheran Church 400 N Broadway St Medina, OH 44256-1933 www.stmatthewmedina.org 330-725-8885 United States- US</p>	<p><b>Donation Summary</b></p> <table><tr><td>GENERAL OPERATING</td><td style="text-align: right;">1.00</td></tr><tr><td>TRANSITIONAL HOUSING</td><td style="text-align: right;">1.00</td></tr></table> <hr/> <p><b>Your credit card will be charged monthly starting on 12/01/21 for</b> <b>\$2.00</b></p>	GENERAL OPERATING	1.00	TRANSITIONAL HOUSING	1.00
GENERAL OPERATING	1.00				
TRANSITIONAL HOUSING	1.00				

<p><b>Member Information</b></p> <p>Member ID: 41686677 First Name: JOHN Last Name: DOE Phone Number: 123-456-7890 Email Address: mohlerlarry17@gmail.com</p>	<p><b>Card Information</b></p> <table><tr><td>Account Type:</td><td>Credit Card - Visa</td></tr><tr><td>Account Number:</td><td>xxxxxxxxxxxx9898</td></tr><tr><td>Transaction Type:</td><td>Donation</td></tr><tr><td>Recurring Transaction:</td><td>Yes</td></tr><tr><td>Frequency:</td><td>Monthly</td></tr></table>	Account Type:	Credit Card - Visa	Account Number:	xxxxxxxxxxxx9898	Transaction Type:	Donation	Recurring Transaction:	Yes	Frequency:	Monthly
Account Type:	Credit Card - Visa										
Account Number:	xxxxxxxxxxxx9898										
Transaction Type:	Donation										
Recurring Transaction:	Yes										
Frequency:	Monthly										

Important-please retain this copy for your records.  
03/17/21 01:29:56 AM 24.112.171.205

 [Print Page](#)

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18. Print the above confirmation page and save it in a secure place.