

# Online Giving Instructions

Click on the button that says “ CLICK HERE TO GIVE SECURELY ONLINE ”.


The screenshot shows a web form titled "Online Donation" with a dark header. At the top right, there are links for "View Mobile Site" and "Return to our Home Page". The main content is divided into three sections:

- Donations:** A list of donation categories with input fields for amounts. The "General Operating" field is highlighted in blue and contains "0.00". Other categories include Properties, Endowment, Deficit, Synod Mission, Building Fund, School Designated, School Fuhrman Fund, School Lunch/Milk (50.00), and School Tuition (0.00). A "Total:" label shows "\$50.00".
- Log In:** A section with "Email Address:" and "Password:" input fields, a "Log In" button, and a link for "Forgot your Email Address or Password?".
- Create Your Online Profile:** A section with a "Create Profile" button.

Below the "Donations" list, there is a "Donation Frequency:" dropdown menu set to "One Time". A section titled "Consider Recurring Donations" explains that recurring donations provide a steady stream of support. Below this, there are "Donation Start Date:" and "Donation End Date: (optional)" fields, both with date pickers. The "Continue" button is at the bottom of the "Donations" section.

If you have already created an account enter your email address and password in the boxes under the Log In and click Log In.

Otherwise enter the donation amounts next to the corresponding donation title in the Donations box. Then choose your donation frequency from the drop down menu. If you would like to setup a recurring donation choose a start date in the date box next to the Donation Start Date: and/or setup an end date in the date box next to the Donation End Date: The Donation End Date box does not need to be filled out. Once you have completed entered information in the appropriate boxes click continue.

Donation Information	Donation Summary
First Name: (required) <input type="text"/> Last Name: (required) <input type="text"/> Address 1: (required) <input type="text"/> Address 2: <input type="text"/> City: (required) <input type="text"/> State / Zip: (required) <input type="text"/> / <input type="text"/> Phone Number: <input type="text"/> Email Address: <input type="text"/>	School Lunch/Milk 50.00  <b>Total One Time Donation: \$50.00</b> Donation Frequency: One Time Donation Start Date: 08/30/21  <input type="button" value="Edit"/>
Account Type <input checked="" type="radio"/> Credit/Debit Card <input type="radio"/> Checking <input type="radio"/> Savings   Card Number: <input type="text"/> Card Verification Value (CVV2): <input type="text"/> <a href="#">What's This?</a> Expiration Date: <input type="text"/> / <input type="text"/> Name Of Cardholder: <input type="text"/> <input type="checkbox"/> <b>Optional:</b> - Give additional 2.75% to help offset the processing fee <input type="checkbox"/> Use Same Address As Above Billing Address 1: <input type="text"/> Billing Address 2: <input type="text"/> Billing City: <input type="text"/> Billing State / Zip: <input type="text"/> / <input type="text"/>	
<b>Would you like to save your profile before continuing?</b>  Saving your profile will: - Take only a moment—all you have to do is select a password - Enable you to change or stop a recurring donation at any time - Allow you to view and print your online donation history  <input type="button" value="Select Password"/>	

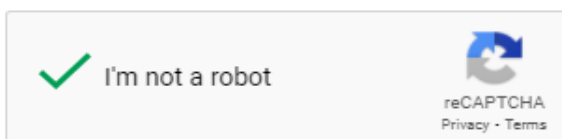
### Select your profile password

#### 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 >

Enter Password: (required)

Re-Enter Password: (required)



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

Enter your name, address, etc. under the Donation Information section. Then choose the account type you would like the payment to come from (checking, savings, or credit/debit card) and then enter your banking information along with billing address information. If you would like to save your information and create an account, click on "Select Password" then enter your password information in the enter password boxes.

Otherwise, select the check box next to "I'm not a robot" and then click the "Process" button.


**Online Donation**

Your confirmation number is 390621596 [Return to our Home Page](#)

<b>Thank you for your Donation to</b> 502213858 St Pauls Evangelical Lutheran Church & School 1100 9th St E Menomonie, WI 54751-2713 715-235-9621 United States- US	<b>Donation Summary</b> School Lunch/Milk 50.00  Your credit card will be charged on 08/30/21 for \$50.00
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<b>Member Information</b> Member ID: [REDACTED] First Name: [REDACTED] Last Name: [REDACTED] Phone Number: [REDACTED] Email Address: [REDACTED]	<b>Card Information</b> Account Type: Credit Card - Visa Account Number: xxxxxxxxxxxx [REDACTED] Transaction Type: Donation Approval Code: 829777 Recurring Transaction: No Frequency: One Time
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Important-please retain this copy for your records.  
08/30/21 10:04:33 AM 216.222.178.86

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[Privacy & Security](#)

You will then receive a screen like the one above with a confirmation number and the details of your payment along with member information and banking information.