

Setting Up An Account with [Tithe.ly](https://www.tithe.ly)

An account must be set up to be able to make recurring payments. It is a straight forward, easy process and you don't have to make a donation at the time that you set up an account. Below are the steps that you will go through to set up an account:

1. When you **click** on the "**Recurring Donation**" button, you will be brought to the Donate page.
2. You will notice on the Donate page the "**Login | Sign Up**" heading in the upper right hand corner.
3. **Click** on the "**Login | Sign Up**" heading.
4. You will then be brought to a Login/Create Account page. Go straight to the "**Create Account**" button and **click** on it.
5. On the "**Create an Account**" page **fill in the information** that is requested.
 - First, Last Name
 - Email
 - Create Password
 - Confirm Password
 - Create a four digit pin
 - Confirm pin
 - **Click Submit**
6. The account will then be created. You will then be asked to **enter your pin** (the one created in step no. 5).
7. Once you **enter your pin**, you will be brought to "**Your Payment Methods**" page.
 - On this page you can **click** on the **green colored plus (+) button** to add your card or payment information.
 - Once you enter the information **hit enter** on your keyboard:
 - You will be told that your card has been successfully saved.
 - **Click OK**

8. You will then be brought to the standard donation page where you can make a donation.
- You will **notice** toward the bottom of the donation page a **"Recurring Giving" box. Check the box.**
 - You then will be able to **choose** how often and on what day you would like to make a donation **from the two drop down menus** to the right of the **"Recurring Giving" box.**
 - Once you have chosen how often and on what day, make your donation (that is, **click the green "Give" button**).
 - Then you can **click** on the **menu** button (**three parallel horizontal lines**) in the upper left and then **choose "Logout"** from the choices provided.
 - If you **don't want to make a donation** just **click** on the **menu** button (**three parallel horizontal lines**) on the top left of the donation page and **choose "Logout"**. If you don't see the menu on the donation page just **click** on the **back arrow** of your browser. This will bring you to the previous page. **That's it, you're done!**

How To Check Your Account

- **Click** on the **"Donate" button** on scarletonstone.com.
- **Click** on either the **ONE-TIME DONATION** or **RECURRING DONATION** button.
- You will then be brought to the donation page.
- **Click** on the **Login | Sign Up** heading on the donate page.
- **Provide** your **email** and **password**. You will then be asked to **provide your pin**.

Once you enter your pin, you will be on a donation page where you can get information about your account by **clicking** on the **menu** button (**three parallel horizontal lines**) in the top left corner of your account page or donate page.

Once you **click** on the **menu** button, you will then have various options that you can check, update or change. Here are the options: Home, My Account, Recent Giving, Recurring Giving, Payment Methods, Feedback and Logout.

How To Make a One-Time Donation

- **Click** on the **"Donate" button** on scarletonstone.com.
- **Click** on the **ONE-TIME DONATION** button.
- You will then be brought to the donation page.
- Fill out the requested information:
 - Choose the amount of donation
 - Choose from the drop-down menu what type of donation: Tithe, Offering/Donation
 - Enter First Name, Last Name, & Email
 - Choose between Card or Bank
 - Provide card or bank information
 - Check on **"Cover Fees"** box (optional, see **"About the Cover Fees Box"** below)
 - Add a note/memo (optional)
 - **Click** on the bottom green **"Give"** button

About the "Cover Fees" Box:

The donation page is powered and secured by tithe.ly. **Checking this box** allows the donor to cover the 2.9% (plus \$0.30 cents) fee charged (for each donation) by tithe.ly for this service. As an example: a \$50.00 donation would be charged around \$1.75 making the total donation around \$51.75 ($\$50.00 \times 2.9\% + .30 \text{ cents} = \51.75). Note: the example above is a rough estimate and may be a few cents more than what is provided here.

Tithe.ly Support

For questions or support call: **(424) 228-8870** or visit online: tithe.ly