

First time user instructions

-- you will need to create a profile --

You will not be able to LOG IN until you have created a profile. Follow the instructions to create a profile.

Once you have created a profile you can LOG IN with your email and password.

Nativity Lutheran Church On-line giving instructions:

Go to the church website at: <http://www.nativitylutheranchurch15101.org/>

Click on the Giving tab at the top of the page

Click on the GO TO ONLINE GIVING button

Follow the steps in the green boxes below.

A screenshot of the "Online Donation" page. The "Donations" section lists various funds with input fields and a "Total" of \$0.00. A "Log In" section is on the right. The "Create Your Online Profile" button is circled in red. A green box with instructions is overlaid on the right side of the page.

1. Click on Create Profile
Enter your email address then enter your email address again.
Click Continue

A screenshot of the "Online Donation" page showing the "Profile" section. It contains fields for First Name, Last Name, Address 1, Address 2, City, State / Zip, Phone Number, Email Address, and Confirm Email Address. There are also fields for Enter Password and Re-Enter Password, along with password requirements. A "Create Profile" button is at the bottom.

2. Enter your profile information. Name, address. Your email address is already completed.
3. Create a password- Write the password down and keep it in a safe place for future use.
4. Click create profile.

Summary Profile Log Off

Joseph Coon

Online Donation

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

Add Transaction Edit Account

My Scheduled Transactions

You do not have any transactions scheduled.

My Transaction History

Date Range: 03/18/20 to 04/22/20
 Fund: All Funds Search
 No donations were found for this Date Range and Fund selection.

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5. Click on Add Transaction

Notice in this example we are donating \$50 to General Fund and \$50 to Lutherlyn Benches

Summary Profile Log Off

Joseph Coon

Online Donation

[Return to our Home Page](#)

Donations

General Fund:	<input type="text" value="50.00"/>	
Benevolence:	<input type="text" value="0.00"/>	<input type="text"/>
Calendar of Causes:	<input type="text" value="0.00"/>	* <input type="text"/>
Flowers:	<input type="text" value="0.00"/>	
Glade Run Lutheran Svs:	<input type="text" value="0.00"/>	* <input type="text"/>
Lutherlyn:	<input type="text" value="50.00"/>	* Benches <input type="text"/>
Memorial Fund:	<input type="text" value="0.00"/>	* <input type="text"/>
North Hills Community Outreach:	<input type="text" value="0.00"/>	* <input type="text"/>
Sanctuary Windows:	<input type="text" value="0.00"/>	
VBS Donations:	<input type="text" value="0.00"/>	
WELCA:	<input type="text" value="0.00"/>	
Youth:	<input type="text" value="0.00"/>	
Other:	<input type="text" value="0.00"/>	* <input type="text"/>
Total:	\$100.00	

Donation Frequency: One Time (About recurring donations)

Donation Start Date: 04/18/20 mm/dd/yy

Donation End Date: (optional) 041820 mm/dd/yy

* = Required

Back Continue

[Privacy & Security](#)

6. Enter the amount you would like to donate next to the fund you would like to donate to.

7. Choose the frequency, start date and end date. The computer may change the dates slightly based on banking dates.

8. Click on Continue.

You will notice the Donation Summary information is listed on the right-hand side of the screen.

If you need to make changes, click Edit and make the necessary changes.

Summary Profile Log Off

Joseph Coon

Return to our Home Page

Online Donation

Donation Information

Account: Choose One

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.

Cancel Process

Donation Summary

General Fund	50.00
Total One Time Donation:	\$50.00
Donation Frequency:	One Time
Donation Start Date:	04/18/20
Donation End Date:	04/18/20

Edit

9. Click on the drop-down arrow to Choose Account Type Checking or Credit Card

10. Click – I'm not a robot.

11. Click Process

Summary Profile Log Off

Joseph Coon

Return to our Home Page

Online Donation

Donation Information

Account: New Account - Checking

Routing Number:

Account Number:

Joe Smith
1234 AnyStreet Court
AnyCity, AA 12345 1234

Pay to the order of _____ Dollars

Bank Anywhere

123456789 123456789123 1234

Bank Routing Number Bank Account Number Check Number (Do not use)

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 and you will have authorized this organization to debit money from your account.

Cancel Process

Donation Summary

General Fund	50.00
Total One Time Donation:	\$50.00
Donation Frequency:	One Time
Donation Start Date:	04/21/20
Donation End Date:	

Edit

12. Enter your checking account or credit/debit card information.

13. Click – I'm not a robot.

14. Click Process

1. Once the transaction has processed a confirmation screen will pop up. You can print this page if you would like but you will also receive a confirmation email receipt. You are finished. 😊 You can Log Off.

[Summary](#) [Profile](#) [Log Off](#)

Joseph Coon

Online Donation

Your confirmation number is 306093468 [Return to our Home Page](#)

Thank you for your Donation to

ES805068
Nativity Lutheran Church
4517 Mt Royal Blvd
Allison Park, PA 15101
412-486-1071
United States- US

Donation Summary

General Fund	50.00
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Your checking account will be debited on 04/21/20 for \$50.00


Member Information

Member ID:	33884910
First Name:	JOSEPH
Last Name:	COON
Phone Number:	724-625-3372
Email Address:	jlcoon@consolidated.net

Banking Information

Account Type:	Checking Account
Account Number:	xxxx381
Recurring Transaction:	No
Frequency:	One Time

Important-please retain this copy as your records.
04/18/2020 03:39:46 PM 24.107.24.226

 [Print Page](#)

[Return to our Home Page](#)

Privacy & Security

You will then receive an email from ereceipt@servicepayment.com. This email is your receipt confirming your donation.

4/18/2020 Consolidated Communications Webmail :: Thank you for your online donation

Subject: **Thank you for your online donation**
From: <ereceipt@servicepayments.com>
To: <jlcoon@consolidated.net>
Date: 04/18/2020 04:59 PM

Thank you for your donation!

Details regarding your donation are shown below. You can log in with your email address and password to view your donation history or to make changes to selected information regarding your personal profile and donation. You can also contact Nativity Lutheran Church directly.

You may wish to retain a copy of this email for your records.

Donation Details:

ES805068
Nativity Lutheran Church
4517 Mt Royal Blvd
Allison Park, PA 15101
412-486-1071
United States- US

Your confirmation numbers are 306093468

Member ID: 33884910
First Name: JOSEPH
Last Name: COON
Phone Number: 724-625-3372
Email Address: jlcoon@consolidated.net

General Fund: \$50.00
Total Donation: \$50.00

Account Type: Checking Account
Account Number: xxxx381
Recurring Transaction: No
Donation Frequency: One Time
Start Date: 04/21/20
End Date: 04/21/20

**** Please do not reply to this email ****

CONFIDENTIALITY NOTICE This e-mail, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately. Thank you.

Now that you have created your profile you can return next time and add new transactions, edit existing transactions, or view a complete history of your online donations and payments simply by logging with your user name and password.