

## **Switching to Our New Giving Platform Tithe.ly**

We're excited to introduce Tithe.ly as our new giving platform! Follow these easy steps to create an account and start giving through Tithe.ly. If you have any questions, we're here to help.

### **Step 1: Visit Our Giving Page**

- Open your web browser and go to [www.stfrancisinthefoothills.org/giving](http://www.stfrancisinthefoothills.org/giving)
- Scroll down until you see the Tithe.ly giving form embedded on the page.

### **Step 2: Create a Tithe.ly Account**

- Click the "Sign Up" button in the top-right corner of the Tithe.ly form.
- Fill in the required information:
  - Name
  - Email Address
  - Password (Create a secure password you'll remember).
- Click "Create Account."
- Check your email or text messages for a verification message from Tithe.ly, and follow the instructions to confirm your account.

### **Step 3: Log In to Your Account**

- Once your account is verified, return to the Tithe.ly form on the giving page.
  - You can return to the giving page here:  
[www.stfrancisinthefoothills.org/giving](http://www.stfrancisinthefoothills.org/giving)
- Click the "Log In" button in the top-right corner.
- Enter your email address and password to access your account.

### **Step 4: Set Up Your Donation**

- After logging in, enter the amount you'd like to give in the dollar field.
- Select the fund you want your donation to go to (e.g., General Fund, Missions, etc.).
- Choose how often you'd like to give:
  - One-Time
  - Weekly
  - Bi-Weekly
  - 1st & 15th of the month

- Monthly

### **Step 5: Add Your Payment Information**

- Click “Add a New Payment Method.”
- Choose your preferred payment method:
  - Debit or Credit Card: Enter your card details.
  - Bank Account: Provide your routing and account numbers.
- Save your payment method to make future donations quicker and easier.

### **Step 6: Complete Your Donation**

- Review your donation details carefully.
- If you’d like to help cover the processing fees, select “Yes” under the “Cover the Fees” option.
  - If you’d like to learn more about the processing fees, please click the button ‘Learn About Processing Fees’ above the Tithe.ly giving window.
- Click “Give” to submit your donation.

You’ll receive a confirmation email of your donation for your records.

**\*If you have been using Easytithe, St.Francis' previous donation program, you will need to cancel your account.\***

### **Step 7: Cancel Recurring Donations on EasyTithe**

- Log in to your EasyTithe account.
- Go to the Recurring Giving or Scheduled Donations section.
- Cancel any recurring donations you’ve set up through EasyTithe to avoid duplicate charges.
  - You may wish to cancel your EasyTithe account, as St. Francis will no longer be utilizing this platform. Should you require any assistance with this process, please contact St. Francis.

### **Step 8: Enjoy the Benefits of Your Tithe.ly Account**

- With your Tithe.ly account, you can:
  - Track your giving history.
  - Manage recurring donations.
  - Update your payment methods anytime.

If you encounter any issues or need assistance, please don't hesitate to contact the church office at 520-299-9063. We're happy to guide you through this transition!