

Electronic Online Giving at Our Saviour’s Atonement

This document helps contributors to Our Saviour’s Atonement with setting up and contributing through online giving. If you are able, we urge you to have funds dawn from your bank account which has lower transaction fees. Also, if you are able, there is an option when you make a contribution to cover the fees of the transaction whether you select your bank account or a charge card as your method of payment.

There are three sections to this document, the location of each is indicated by the page number following the section title. If you have any questions, please email stewardship@osanyc.org. Thank you for giving generously to the ministry of OSA.

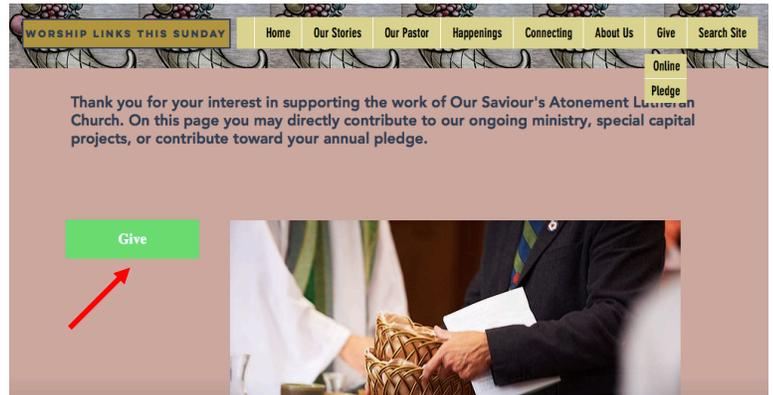
Stewardship Committee,
Our Saviour’s Atonement Lutheran Church

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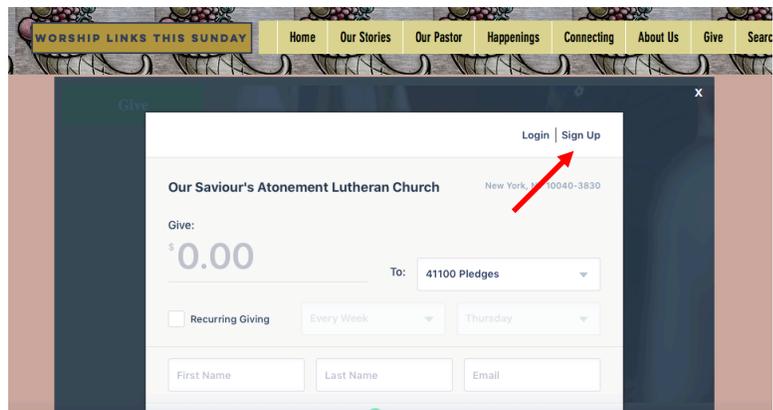
How to sign up with Tithe.ly and create an account for electronic giving to OSA.

1. Go to the OSA website and hover over *Give* on the menu and select *Online* or click on this link: www.osanyc.org/give

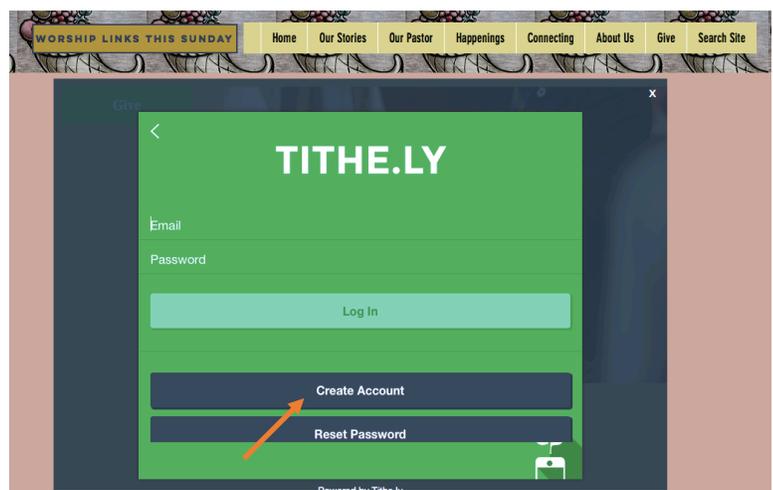
2. On this page, click the green *Give* button.



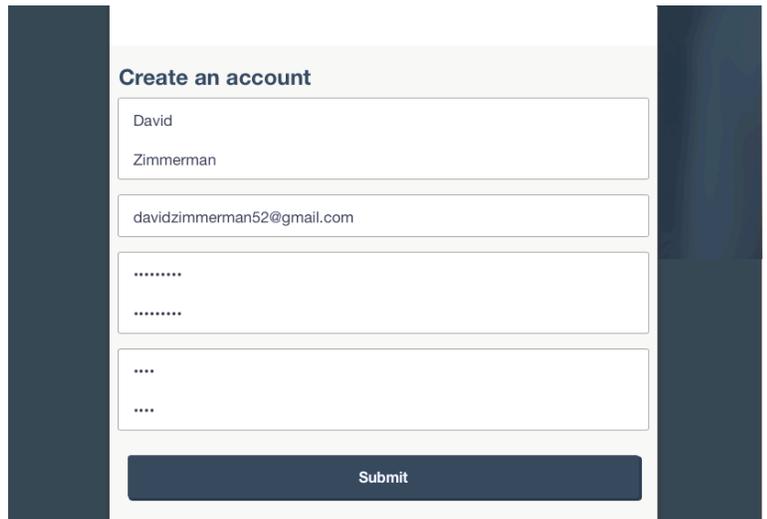
3. In upper right hand corner of screen that opens, choose Sign-up.



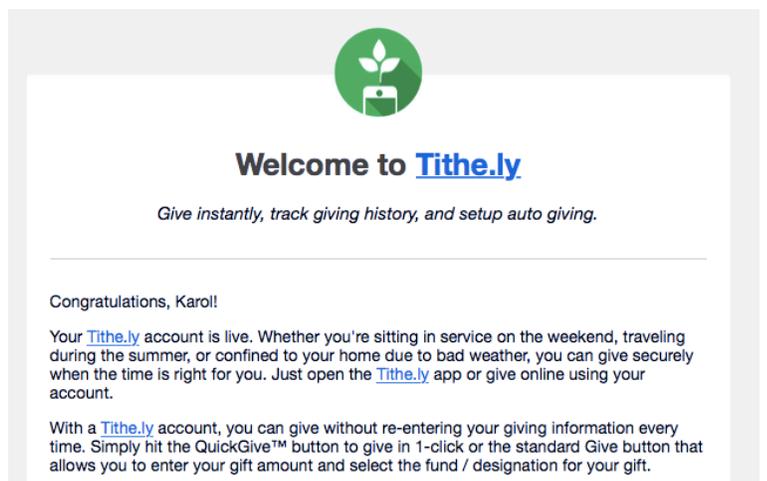
4. From the window that opens scroll down slightly and choose *Create Account*.



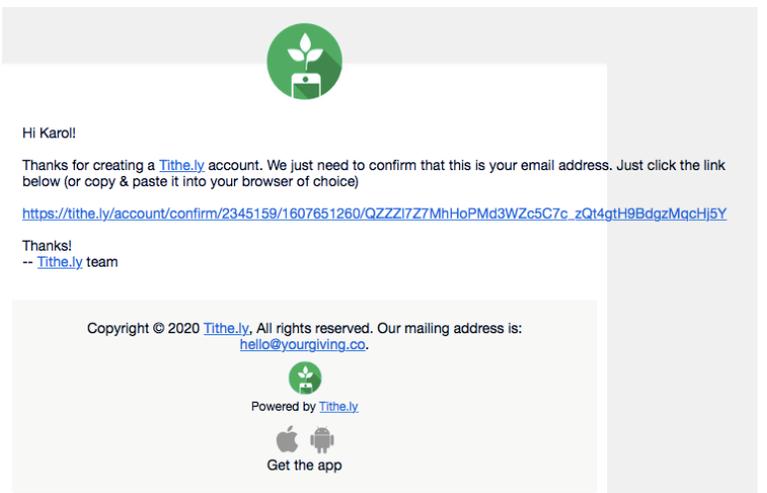
5. From the *Create an account* window that opens, complete all information including your name, email address, password and the required four digit (numbers) pin code. Once complete click the *Submit* button



6. Once you have completed setup information and submitted you'll receive two emails. One confirming a successful setup,

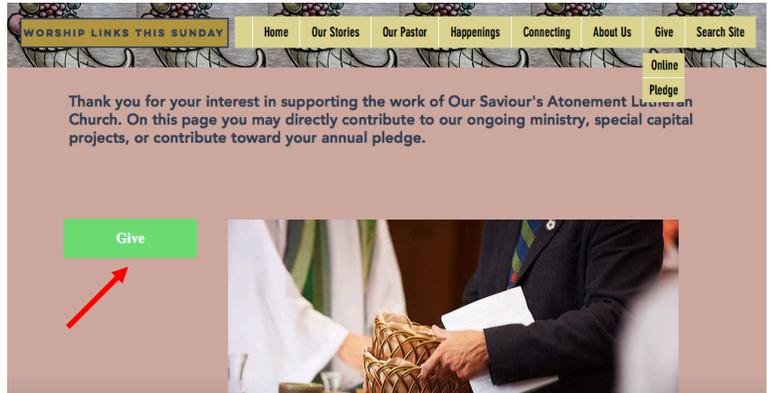


and one requesting you confirm your email address in which you'll only need to click the included link to confirm.

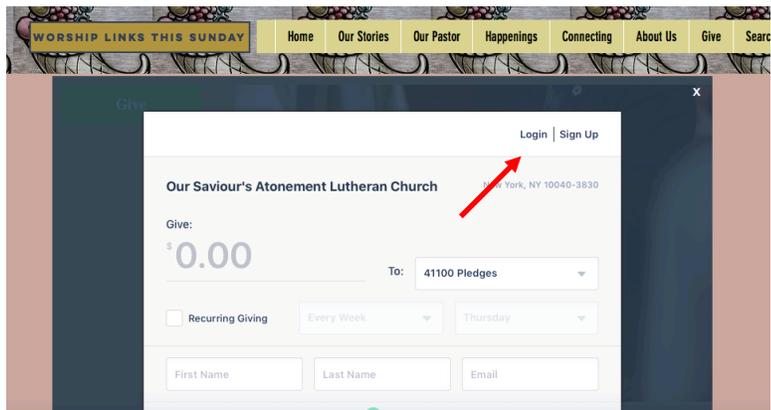


Setting up your online Payment method with Tithe.ly.

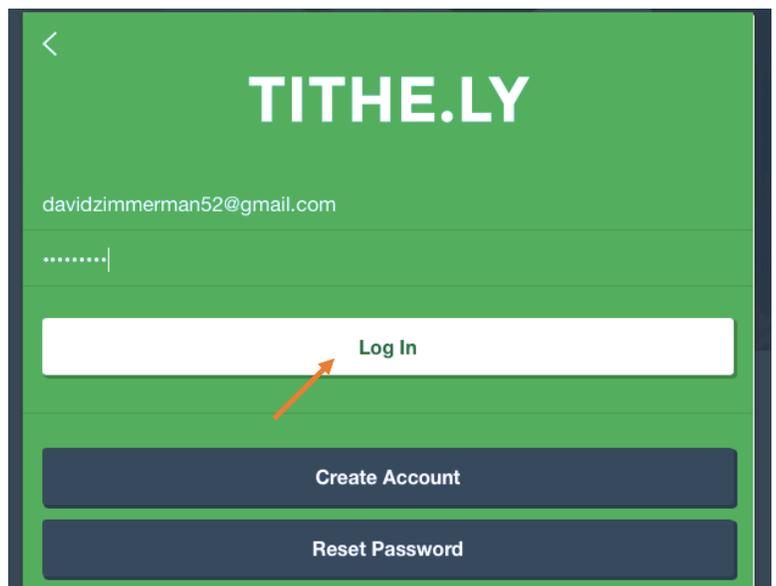
1. Begin by signing on to your Tithe.ly account from the OSA website at www.osanyc.org/give.
2. On this page, click the green *Give* button.



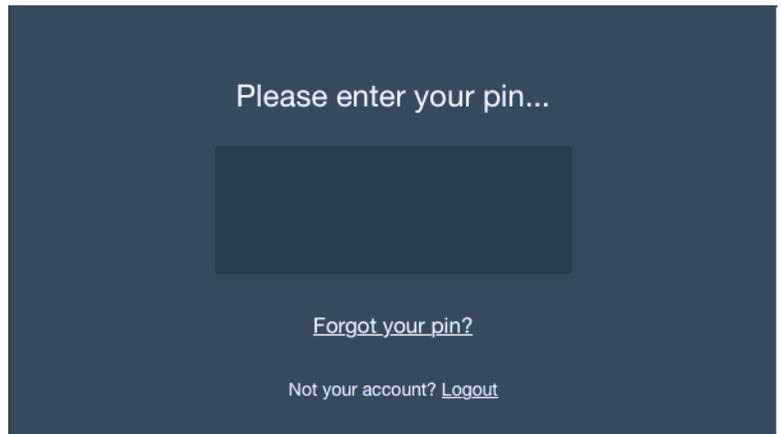
3. In upper right hand corner of screen that opens, choose *Login*.



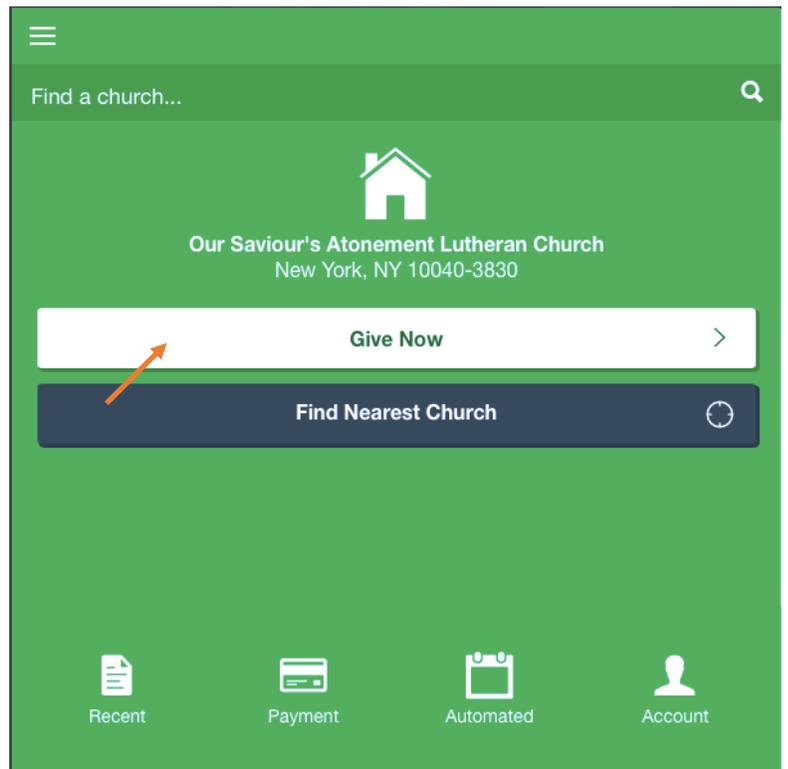
4. From the window that opens enter your Email address and Password and click the *Login* button.



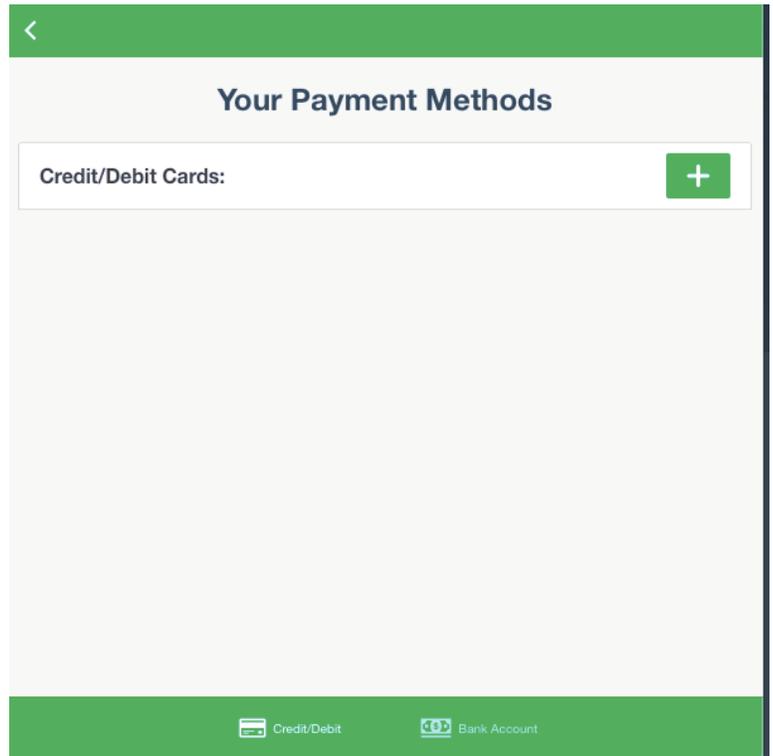
5. Now enter the PIN code that you setup when you first created your Tithe.ly account.



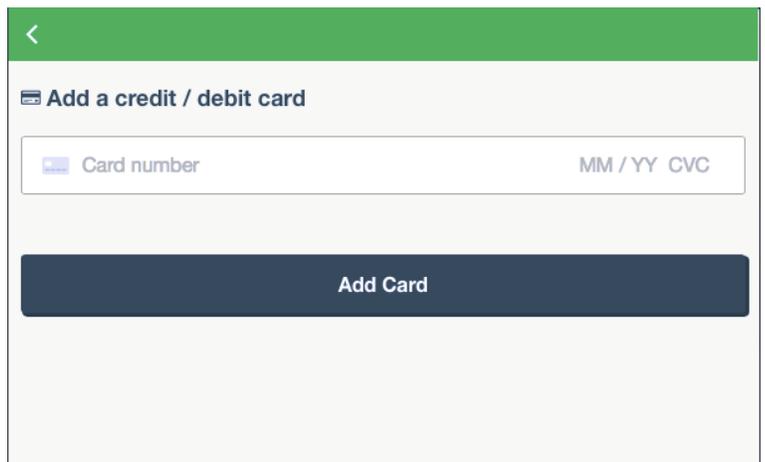
6. Click the *Give Now* button. (Notice on the next window that opens Our Saviour's Atonement is already selected. Notice also for future reference the options at the bottom of this screen for Recent transactions, Payment options, Automated giving and Account changes.



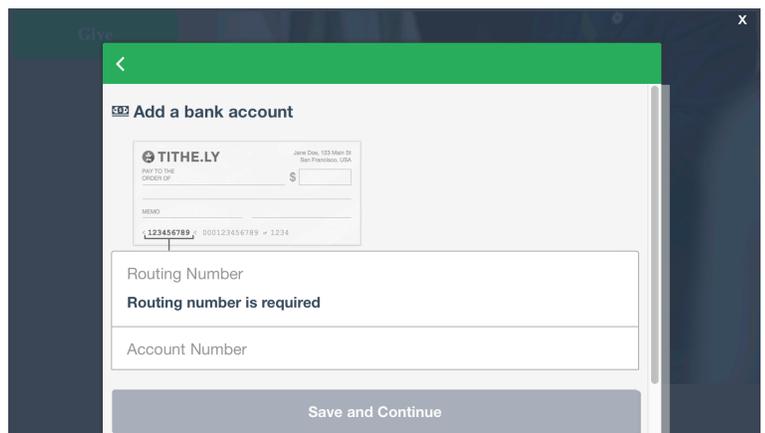
7. The first time you give on Tithe.ly you will be prompted to setup a payment method. From the two options at the bottom of the screen select either *Credit/Debit* or *Bank Account*. Then click the *Plus +* button.



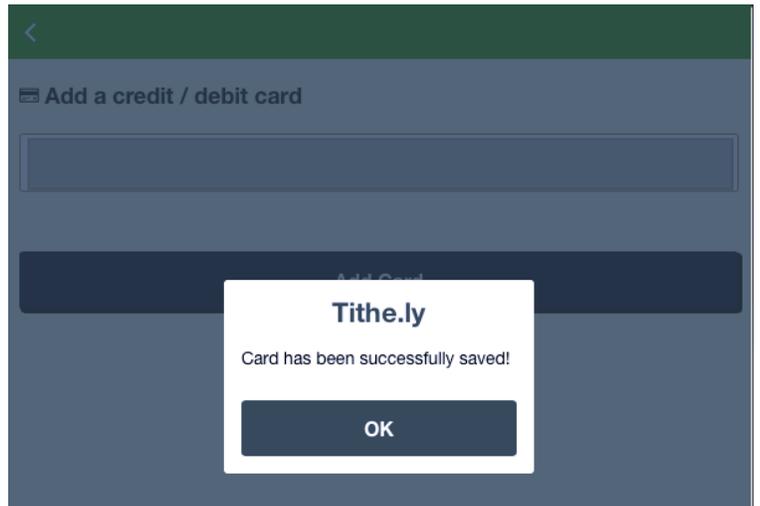
8. On the next window depending on the payment option you've selected, complete either your credit card information and click *Add Card* or



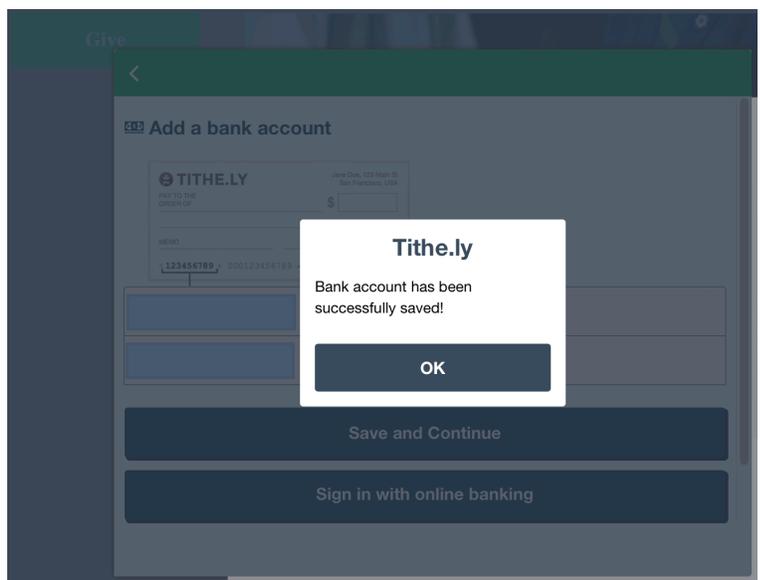
Bank account information and click *Save and Continue*.



9. This step will be followed by either confirmation of successfully adding a credit card, or

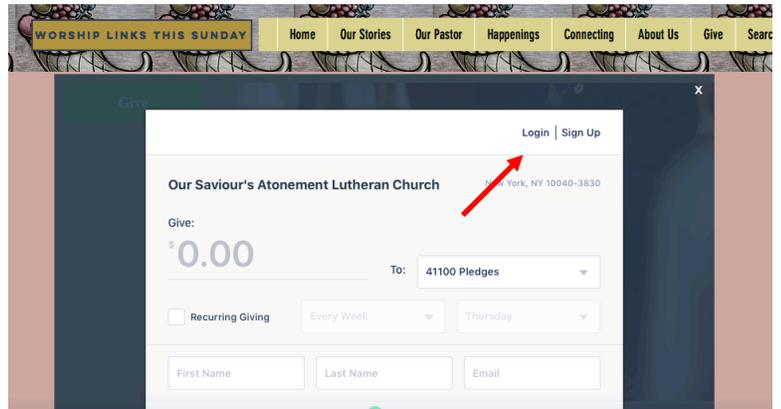


confirmation of your bank account being successfully saved.

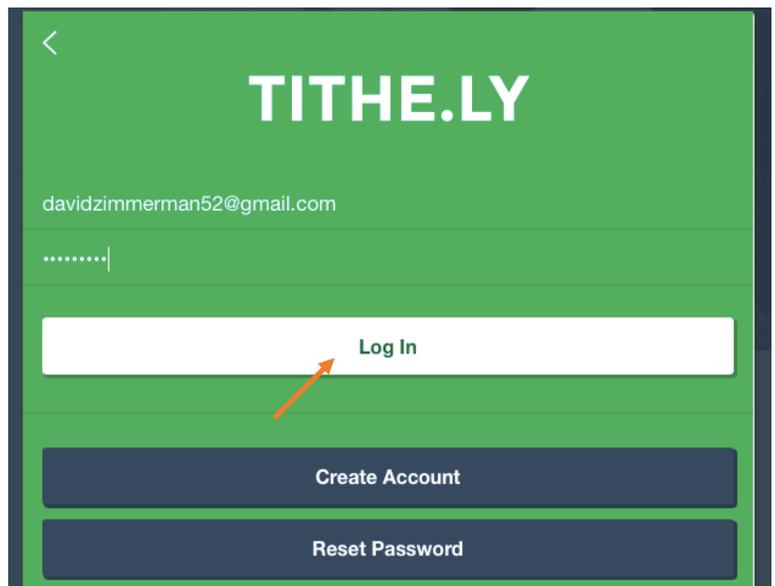


How to give online with Tithe.ly – create a one-time or recurring gift to OSA.

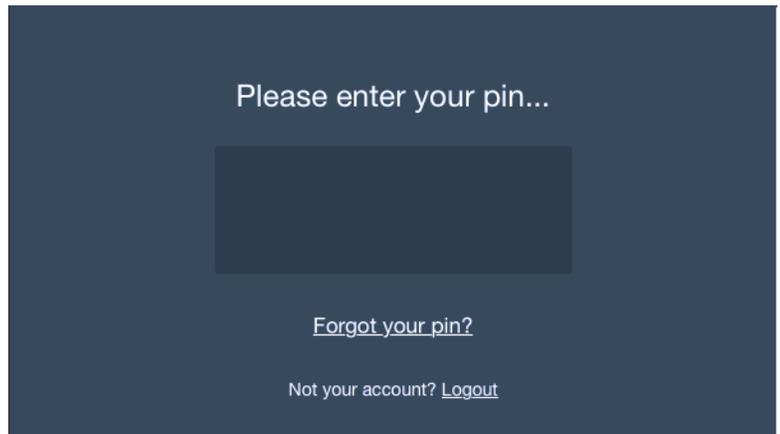
1. Now that you've created your Tithe.ly account and have setup your payment methods, you're ready to make a one-time or recurring contribution. Begin by signing into your Tithe.ly account from the OSA website at www.osanyc.org/give.
2. In upper right hand of screen that opens, choose *Login*.



3. From the window that opens enter your Email address and Password and click the *Login* button.



4. Now enter the PIN code that you setup when you first created your Tithe.ly account.



5. This will bring up the main giving page. **For a Recurring Contribution** Begin by choosing your payment method in the middle of the window. The active payment method will be indicated by a small check mark.

Then, enter the amount to begin with each recurrence.

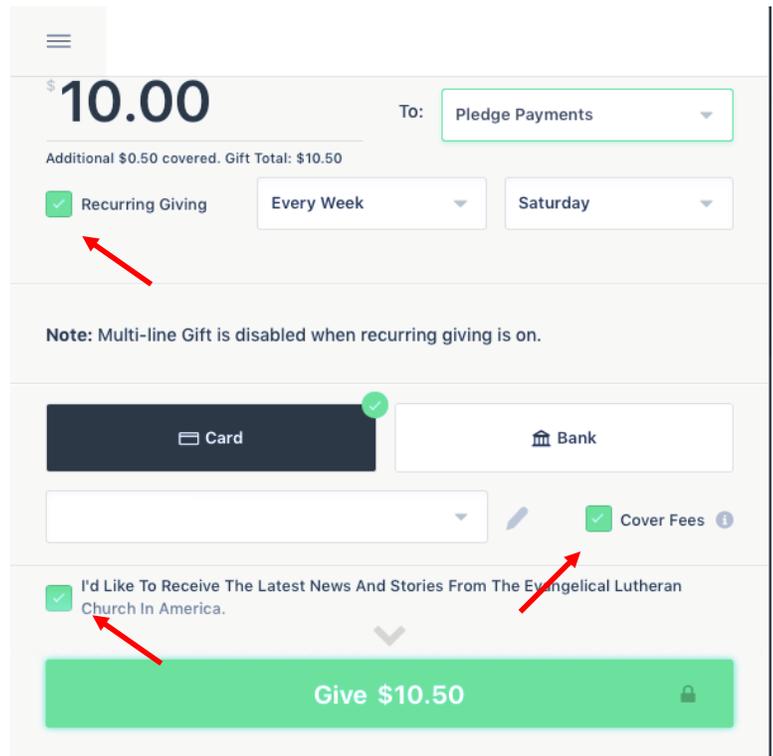
Then, check the box for *Recurring Giving*, and indicate how often you want your donation to be sent. For example, every week, every month, twice a month, etc. If your donation is monthly, select the 1st or the 15th, if your donation is weekly, select Sunday. This simplifies bank reconciliation.

Then, from the *To* window select Pledge Payments (if you have pledged) or Sunday Offering (if you have not pledged). By selecting Pledge Payments it will enable us to track your donation against your pledge.

Then, if you wish to cover the fees so that more of your contribution goes to the church, check the *Cover Fees* box. The fee will be calculated and added automatically.

Then, uncheck the box to receive ELCA mailings if you do not wish to receive them.

Finally, click the *Give* button at the bottom to complete the transaction.



6. **For a One-Time Contribution**

Begin by choosing your payment method in the middle of the window. The active payment method will be indicated by a small check mark.

Then, enter the amount.

Then, from the *To* window select Pledge Payments (if you have pledged) or Sunday Offering (if you have not pledged). By selecting Pledge Payments it will enable us to track your donation against your pledge.

Then, if you wish to cover the fees so that more of your contribution goes to the church, check the *Cover Fees* box. The fee will be calculated and added automatically.

Then, uncheck the box to receive ELCA mailings if you do not wish to receive them.

Finally, click the *Give* button at the bottom to complete the transaction.

Our Saviour's Atonement Lutheran Church New York, NY 10040-3830

Give: \$10.00

To: Please Choose
✓ Pledge Payments
Sunday Offering
General Fund
Christmas/Year End
Building Fund
Pastor's Discretionary Fund

Additional \$0.50 covered. Gift Total: \$10.50

Recurring Giving Every Week

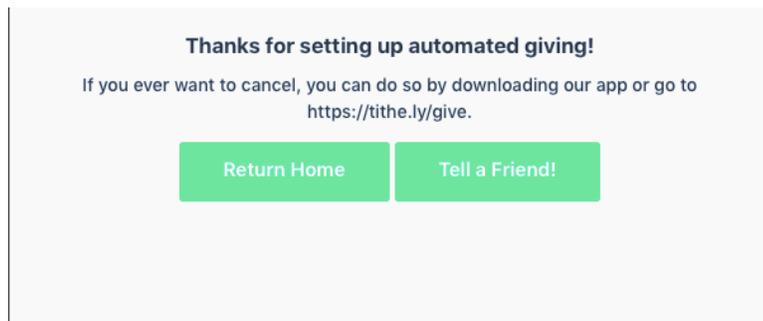
Card Bank

Cover Fees

I'd Like To Receive The Latest News And Stories From The Evangelical Lutheran Church In America

Give \$10.50

7. You will see a message on the screen advising of a successful transaction.



8. When your gift is processed you will receive an email notification.