

# Welcome to our Giver Guide!

## For New and Returning WeShare Users

### GIVING ONLINE

1. Enter the desired gift criteria  
(Choose your designation from the fund dropdown menu, add amount & frequency)
2. When making a one-time donation, you can click +Add Donation, which allows you to donate to multiple collections at once.
3. Securely enter your payment information
4. Click Give Now

It's that simple!

The screenshot shows the 'Your Church' giving interface. At the top, there are 'Give Now' and 'Sign In' tabs. Below is the 'My Donation' section with two radio buttons: 'One-time' and 'Recurring' (which is selected). Under 'Recurring', there is a 'Fund' dropdown menu set to 'Central Location Tithe' and an 'Amount' field set to '\$ 200.00'. There is a '+ Add Donation' button. Below that is the 'Recurrence' section with a 'Frequency' dropdown set to 'Twice a Month' and a 'How Many Gifts (optional)' field. There is also a 'Start Date' field with a calendar icon and a 'Second Start Date' field.

### HOW DO I LOG IN?

Once you have redirected to the WeShare page, you can access your Giver Account by selecting the Sign In tab. Enter your email or phone number and follow the prompts to access your account.

Note: If you have given before, an account was created using your email address and a link to complete the account was sent to you. If you can no longer find that email, you can simply click "Forgot Password" and reset instructions will be sent to you.

If you are here for the first time, you can either go through the process of donating OR you have the option to **create an account** from the Sign In tab.

The screenshot shows the 'Your Church' login page. At the top, there are 'Give Now' and 'Sign In' tabs, with 'Sign In' highlighted by a green circle. Below the tabs is a form with an 'Email or Phone Number' field, a blue 'Next' button, and an 'Or' separator. Below that is a 'Login With MinistryID' button with a star icon. At the bottom, there is a link 'Don't have a giving account? Create One' and a footer 'Online Giving powered by Giving Help Desk' with a 'Need help?' link.

The screenshot shows the 'Your Church' 'My Account' page. At the top, there are 'Give Now', 'Recurring', and 'History' tabs. Below is the 'My Account' section with a 'Personal Info' sub-section. There are fields for 'First Name' (Jessica), 'Last Name' (Moore), 'Address' (40 St), 'City' (Br), 'State' (OK), and 'Zip Code' (74). There is a blue 'Save' button at the bottom.

### YOUR ACCOUNT

Once logged in to your Giver Account, click your initials (three-line menu on a mobile device) in the top corner of the screen to view/manage:

- Recurring Gifts
- Giving/Payment History
- Personal Information
- Locations/Churches
- Payment Methods
- Account Information

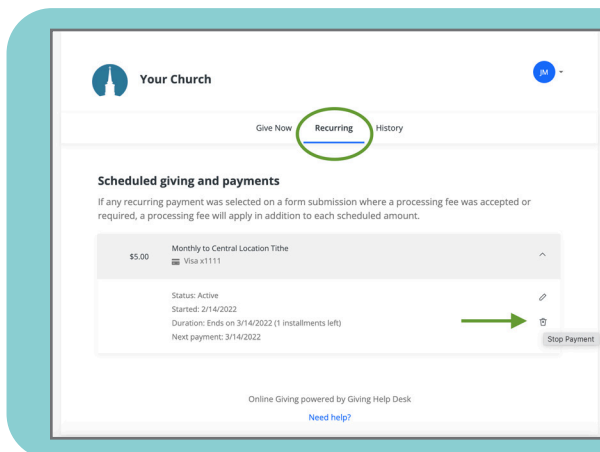
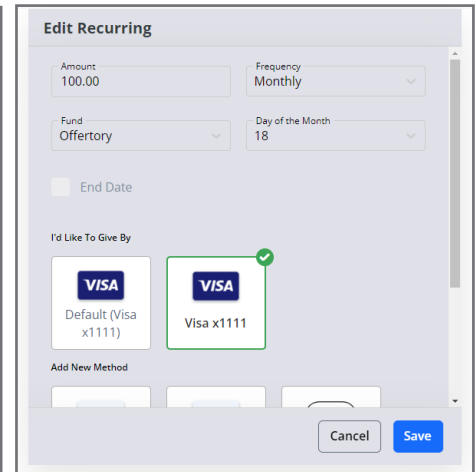
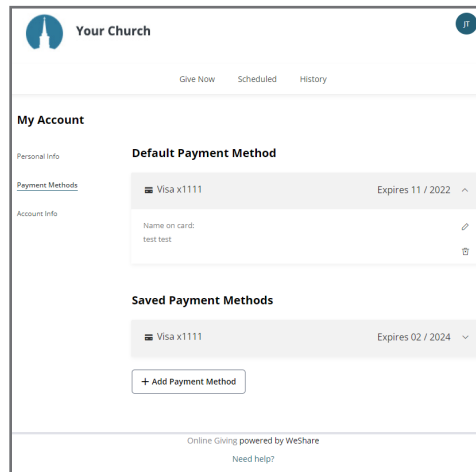
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### HOW TO UPDATE A PAYMENT SOURCE & EDIT A RECURRING DONATION

Once logged in to your Giver Account, click your initials (three-line menu on a mobile device) to view your account. Click on Payment Methods. Here you can add or delete a payment source.

If you have a recurring donation set up, you can easily change or add a new payment source by clicking Scheduled then the small edit pencil.

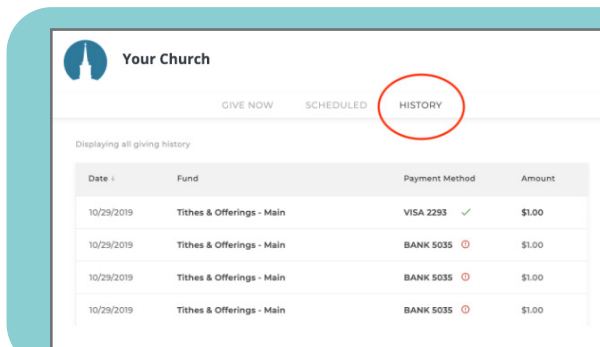


### HOW DO I CANCEL MY RECURRING GIFT?

To cancel a recurring gift, you can log into your Giver Account (see above for instructions), click the Recurring tab, then click the trashcan icon to Stop Payment. If you are having trouble logging into your account, or locating your Recurring gift, please contact your church or ministry organization directly for further assistance.

### HOW DO I GET A REFUND FOR A RECENT GIFT OR PAYMENT

You'll need to contact your church or organization directly to request a refund on a recent gift or payment.



### SETTINGS & OPTIONS

Once you've signed into your giver profile, you can view and edit your personal information, such as address, cell phone number, emails and passwords. You may also delete or add payment options.

Also use the Scheduled and History tabs, to view your scheduled recurring gifts and giving history.