

## **Harvest Fellowship Church – Generosity Online Giving App**

**Directions for Making a Donation:** You do not have to log in to use this donor portal. If you choose to log in, your information will be stored for future uses.

1. To donate: Click on the box of the amount or use the blue box at the right end to enter a specific amount. Minimum donation is \$5.00
2. Click the format in which you wish to give (Credit Card / Debit Card / eCheck).
3. Choose the frequency of your donation. The default is a one-time gift. If you would like to change the frequency of your gift, click on the arrow at the right end of the box and a drop-down menu will appear with other options for you to select.
4. Choose your designation. This shows what fund your donation will go to.
  - a. The General Fund is the default.
  - b. Click on the box, a drop-down menu will appear with Youth Fund and Designated.
  - c. If you choose to make a Designated donation, you will need to type in the box below what the designated donation is for.
  - d. \*See page 2 if you would like to make a donation to more than one fund in one transaction\*
5. Click the Give Now button.
6. A new screen will appear requesting your name, email, etc. The boxes that have an asterisk (\*) must be filled in for your donation to be processed.
7. The processing fee is optional for the donor. If you would like to pay this for the church please check the box.
  - a. Note both your donation and the transaction fee are tax deductible.
8. Click the Give \$ Now button at the bottom right of the screen. The dollar amount you are donating will appear in between the words Give and Now.
9. After you click the Give \$ Now button, an email will be sent to the address entered.
10. All donations submitted on this website will be recorded on your annual church giving statement, along with the donations that were physically given at the church.

### Steps to Make donations to more than one fund in one transaction:

- ✓ Example: to make a General Fund donation and a Youth Fund donation, enter the information as stated in the instructions above for the General Fund donation.
- ✓ Next, click "Add Another Designation." A new screen will appear and there will be a second line.
- ✓ Select a fund from the drop-down menu in the second line Designation box.
- ✓ Then type a dollar amount in the Amount box.
- ✓ Either press the "Add another gift" button to donate to a third fund, or press the "Continue" button.
- ✓ Once you click the "Continue Button," you will be returned to the first page.
- ✓ The funds you contributed to will appear with the amount for each fund.
- ✓ Click the Give Now button, and follow the instructions above starting at #6.