

# Lord of Life Simply Giving Online

## INSTRUCTIONS ON HOW TO MAKE CHANGES TO YOUR GIVING:

Go to our website <http://www.lordoflifemn.org> and click on the Online Giving tab.

Here you have the option to log into an existing profile account or create a new profile account or for one-time purpose, don't create a login.

When you set up a profile account...it asks for an email address and then sends you a temporary password for you to log in with and then change your password.

The screenshot shows a web interface for 'Online Donation' with a user named 'NANCY ZASKE'. At the top, there are three tabs: 'Summary', 'Profile' (which is highlighted), and 'Log Off'. Below the tabs, the main content area is divided into two sections: 'Profile' and 'Password Change'. The 'Profile' section contains several input fields: 'First Name: (required)', 'Last Name: (required)', 'Address 1: (required)', 'Address 2:', 'City: (required)', 'State / Zip: (required)' (with a dropdown menu showing 'MN' and an adjacent input field for zip), 'Phone Number:', 'Email Address: (required)', and 'Confirm Email Address: (required)'. At the bottom of this section are two buttons: 'Cancel Profile' and 'Update'. The 'Password Change' section contains three input fields: 'Enter Current Password:', 'Enter New Password:', and 'Re-Enter New Password:'. Below these fields is a 'Change' button. A link 'Return to our Home Page' is located in the top right corner of the main content area.

Once you have logged in, you can select the SUMMARY tab for My Scheduled Transactions and My Transaction History. If you would like to change the existing setup for contributions, go to My Scheduled Transactions, it shows next scheduled transactions and it gives the option to edit or delete. The change then becomes permanent unless you have chosen the one time option.

Summary   Profile   Log Off

Online Donation [Return to our Home Page](#)

Add Transaction   Edit Account

**My Scheduled Transactions**

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
12/18/15	Operating	105.00	135.00	[REDACTED]	Weekly	Edit   Delete
	Capital	30.00				

**My Transaction History**

Date Range: 11/10/15 to 12/14/15

Funds: All Funds   Search

Date	ACH/CC	Fund	Amount	Total	Account # Last 4	Frequency	Rtn/Fail Date	Rtn/Fail Reason
12/11/15	ACH	Capital	30.00	135.00	[REDACTED]	Weekly		
		Operating	105.00					
12/04/15	ACH	Capital	30.00	135.00	[REDACTED]	Weekly		
		Operating	105.00					
11/27/15	ACH	Capital	30.00	135.00	[REDACTED]	Weekly		
		Operating	105.00					
11/20/15	ACH	Capital	30.00	135.00	[REDACTED]	Weekly		
		Operating	105.00					
11/13/15	ACH	Capital	30.00	135.00	[REDACTED]	Weekly		
		Operating	105.00					

When complete, you can choose the LOGOFF tab for secure closure.

**CREDIT CARD USERS:**

If you are currently using a credit card or have considered using a credit card to pay Lord of Life Simply Giving, please be aware that the credit card company charges Lord of Life a percentage fee, anywhere from 2.8% to 6.5%, therefore reducing the amount of your gift to the church. If you would like to avoid this fee, the best option would be to set up your Simply Giving gift to withdraw from a specific bank account.

If you have any questions about these instructions or Simply Giving in general, please feel free to contact Julie Blomster ([bjblom@frontiernet.net](mailto:bjblom@frontiernet.net)) or Nancy Zaske ([nzaske@gmail.com](mailto:nzaske@gmail.com)).