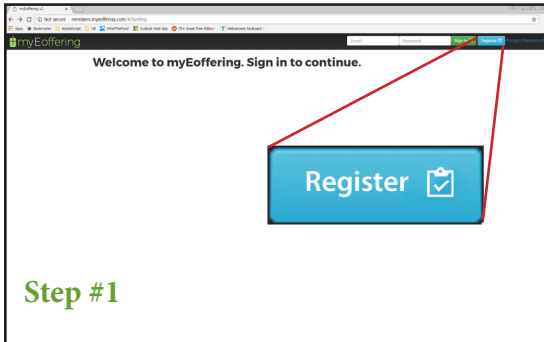


**Note: Steps 1-5 will only have to be done once, not before each donation. Steps 6-9 are the giving process**

## STEPS 1-5 (The Setup Process)



Go to:  
[members.myeoffering.com](https://members.myeoffering.com)  
and click the "Register" button.

A screenshot of a registration form titled "Create a new account" in green. The form has four input fields: "First and Last Name", "Email", "Password", and "Confirm Password". At the bottom right, there are two buttons: an orange "Cancel" button with a close icon and a grey "Register" button with a checkmark icon. In the top right corner of the form, the text "Step #2" is written in green.

Fill in your contact information, e-mail address, and password and click the "Register" button.

A screenshot of a success message box. The word "Success" is in green at the top left. The main text reads: "Your signup was successful. Please check your email for the link to activate so you can login." At the bottom right, there is a green button with a checkmark icon and the text "Okay". In the top right corner of the message box, the text "Step #3" is written in green.

You will receive an e-mail within a few minutes from myEoffering. Click that link to verify your e-mail address and log in.

## Step #4

Add a Wallet +

Now that you are logged in, go to the Wallets tab. To add a payment option click the "Add a Wallet +" button

Add a new wallet **Step #5**

Wallet name  
My account name

Checking account  Credit card

You must pick an account type

Cancel X Add Wallet +

Choose either a Checking Account or Credit Card and enter the account #. You will have access to this for every donation and will only need to setup your wallet once.

## STEPS 6-9 (The Giving Process)

### Step #6

Add New Offering +

Now that you are setup , it's as simple as clicking the "Add New Offering +" button

New Offering **Step #7**

Which church do you want to give to?

How often do you want to give?

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

When do you want the offering to start?

Cancel X Next >

Select the church you want to give to, how often, and when you want to start. Then, Click "Next"

## Step #8

New Offering

Which funding source do you want to use?

[Add a new Wallet +](#)

Pick the fund(s) and amount(s) you wish to give to one-time

Please select one or more funds and enter valid dollar amounts for each

Please select each fund only once.

[Add Another Fund +](#)

Yes, send me an email receipt

Yes, send me an email when my offering is going to expire

Total offering one-time: \$0.00

[cancel ✕](#) [Previous <](#) [Next >](#)

Choose the account you want to use to donate from, select the fund you wish to donate to, and the amount you want to give. Then click "Next."

## Step #9

New Offering

Confirm Offering Details

Church	Test2
Frequency	one-time
Start date	04/17/2017
Funding source	TEST

Funds to donate to

General Offering	\$10.00
Subtotal	\$10.00
Additional to cover fees	\$0.00
Total offering	\$10.00

Email receipt? yes

[Cancel ✕](#) [Previous <](#) [Submit ✓](#)

Confirm the details for accuracy and click "Submit."  
It's as easy as that!