The Father's House Online Giving Guide

Only a Visa or MasterCard may be used for online giving at this time.

Use your member login to log on to the Member Site.

Your screen may have more sections than what's shown, but you should see **My Giving Summary**.

Click Help for additional information at any point. Content changes depending on what's displayed on your screen at the time.

1. Click **Give Now**.

2. Under **Enter New Contribution**, select the fund you want to give to, and enter the amount you want to give.

   To set this up as a recurring contribution

   Check the **Recurring** box and an additional line appears, allowing you to schedule the frequency. An entry in **End Date** or **Number of Payments** is required.

   While on this screen, click **Help** in top right corner for more info, including notes about end date and what happens when you schedule payment for end of a month. Click **How Recurring Giving Works** in the bottom left corner for info about when your initial contribution will be applied.

3. Click **Add** after each fund and amount you enter. If you want to add more funds, repeat step 2.

   To edit or delete your scheduled contributions at this point, click **View Scheduled Giving**. Click the yellow pencil to edit the fund, amount, memo, frequency, and payment limit.

4. When you're finished selecting funds and entering amounts, click **Give** to enter your credit card information.

5. Click **Submit Payment** after verifying your credit card information is correct.

6. After you enter your payment information and submit the payment, the **Payment Successfully Submitted** page displays, showing the date and time payment was made, fund name, and amount. If you scheduled a recurring gift, it also shows when the contributions will end. To print this page for your records, click **Print** (for best results print in Landscape format).

Scheduled Giving Summary Tab: This tab shows the date and amount of your next scheduled contribution. ***To update the amount or memo of a scheduled recurring payment***, click the yellow pencil to the right. ***To update your credit card information***, click the **Update** button.

Review My Giving History link: Click on this link to review your giving history – select the **10 Most Recent** or **All** contributions in a year, or specify a date range. **THIS IS NOT YOUR OFFICIAL TAX STATEMENT.** Official statements are mailed during January; if you need another one during the year, contact the church office.

If you have questions about online giving, please contact Lorna Stalcup at lorna@tfh.org or (707) 455-7790 x115.
For all other **TFH member site** questions, please contact Denise Ohlin at denise@tfh.org or (707) 455-7790 x111.