

## **Tithe.ly Step-by-Step Instructions**

1. Go to [www.elimpetaluma.org/give](http://www.elimpetaluma.org/give)
2. Click on the button "Give via tithe.ly"
3. In the top right of the page, click on "sign up"
4. Create account by entering your name and email; make up a secure password and enter it twice and then make up a 4-digit pin code as well.
5. Submit. Now you can set up your giving!
6. You can enter a giving transaction using either a credit card or go to the bottom of the screen and click on "bank account". There are less fees if you use your bank account.
7. Then just fill in the boxes, click the drop-down arrows and get either your one-time or recurring donations set up.

You can download a mobile app once you have your account set up so that you can even give while at church or wherever.

If you are currently giving an automatic donation (through Vanco), you will need to turn that off as you transition to the tithe.ly giving system. Feel free to do that yourself [HERE](#) or if you need help turning off an automatic donation in the old system, just let me know. Feel free to contact the office if you need help or have any questions.

Thank you in advance for helping us make this switch to save on fees and staff workload!