

**Instructions:**

The new giving platform requires a new login and password. You CAN use the same login and password you used on the previous system, but you will still have to “create” yourself as a user in the new system.

**1. Click on First Time**

This is on the upper left side of the page.

The screenshot shows the login interface for the Unity of Houston online giving platform. At the top left is the logo for "unity of Houston". A teal banner across the top contains the text "Login to Online Giving!" and a "Secure Login" link with a lock icon. On the left side, there is a vertical menu with four options: "First Time?" (with a sub-link "New User Registration"), "Quick Give" (with a sub-link "No Login Required"), "Scheduled Giving" (with a sub-link "Automatic Recurring Donations"), and "My Account" (with a sub-link "Personal Info & History"). The main content area contains instructions for existing users and a "First Time" link. Below this are input fields for "User Email" (containing "malliman@unityhouston.org") and "Password" (masked with dots). A "Forgot Password?" link is positioned to the right of the password field. There is a "Remember Me" checkbox and a "Login" button with a square icon. In the bottom right corner, there is a PCI Level 1 - Security Certified Provider logo.

**2. You will then see the page for you to set up your information.**

The screenshot shows the Unity of Houston online giving registration page. At the top left is the Unity of Houston logo. A teal header bar contains the text "First Time?" on the left and "Secure Login" with a lock icon on the right. A left sidebar menu includes "First Time? > New User Registration", "Quick Give > No Login Required", "Scheduled Giving > Automatic Recurring Donations", and "My Account > Personal Info & History". The main content area is titled "Welcome to Online Giving" and contains the instruction: "If this is your first time giving online, simply fill in your basic information below. Next time, you'll get to skip this step!". Below this are several input fields: "First Name:", "Last Name:", "Address Line 1:", "Address Line 2:", "City, State / Zip:" (with a dropdown menu showing "TX"), "Phone Number:", "Email Address:", "Password:", and "Confirm Password:". A "Submit" button is located at the bottom center. At the bottom right, there is a "PCI Level 1 - Security Certified Provider" logo.

You can use your old user name and password, or create a new one. Please make sure all required fields are filled in.

**3. Click Submit**

You are now registered on the new site.

Now that you are registered, log in.

#### 4. Click on Scheduled Giving

The screenshot shows the 'My Scheduled Giving' page on the Unity of Houston website. The user is Michael Allman. The page has a sidebar with three main sections: 'Give Now' (One-Time Donations), 'Scheduled Giving' (Automatic/Recurring Donations), and 'My Account' (Personal Info & History). The 'Scheduled Giving' section is active. The main content area is titled 'My Scheduled Giving' and includes a 'Card Payment' icon. The form fields are as follows:

- Choose a Fund:** Tithe
- Frequency:** Weekly
- Amount:** (empty field)
- Start Date:** 5/1/2017
- Card Information:**
  - Card Type:** Debit Card
  - Card Number:** (empty field)
  - Card Expiration:** 1 / 2017 (month / year)
- Card Holder Information:**
  - Name on Card:** Michael Allman
  - Street Address:** 8007 Prairie Sage Drive
  - Zip+Code:** 77408

At the bottom of the form is an 'Activate Schedule' button with a play icon. In the bottom right corner, there is a PCI Level 1 Security Certified Provider logo.

Here you can choose a fund, frequency, amount, and the date you would like to begin (continue) your recurring giving. Note this is also where you input your credit or credit card information. This information must be filled out completely.

#### 5. Click on Activate Schedule.

Once this portion is complete, your recurring giving will continue as before.