



# Adventist Giving Instructions

It is better to use Mozilla Firefox or Google Chrome web browsers with our program. Edge, Safari, and Internet Explorer are not always compatible.

## CREATE YOUR MEMBER ACCOUNT (for first time users):

From a computer:

1. Go to <https://www.AdventistGiving.org>.
2. Click "CREATE ACCOUNT" (on the right hand side)
3. Type in all the information requested information and click "SIGN UP"

That's it! You can now log in with your email address and password.

From a mobile device:

1. Download the AdventistGiving app from the Apple App store or Google Play store
2. Open the AdventistGiving mobile app.
3. Click on "Account" and then click on "Sign Up."
4. Enter all information on the form that pops up and then click on "Register" at bottom of page.

That's it! You can now log in with your email address and password.

## ADD A PAYMENT METHOD:

1. Sign in to your member account.
2. On the User Dashboard, click on "Payment methods" on the left under Quick Links.
3. Click on "Add payment method".
4. US Church Donors - Select either Debit/Credit Card or Bank Account.
5. Canadian Church donors - Debit/Credit Card only.
6. Enter payment information and add an optional Nickname to later identify the payment method when donating.
7. Click "Submit".

From an Android App:

1. Log into your member account.
2. Click on Account at the bottom of the screen.
3. Under Manage Payment Methods select Payments.
4. Click on "New Electronic check or New credit/debit card".
5. Enter your payment information and then click on Save.

From an iOS app:

1. Log into your member account.
2. Click on Account at bottom of screen.
3. Scroll down and click on Add/Delete Payment Methods.
4. Click the + sign at the top of the page
5. Click on "New Electronic check or New credit/debit card."
6. Enter your payment information and then click on Save.



## **SET UP A RECURRING DONATION:**

From a computer:

1. Sign in to your member account
2. On the User Dashboard, either:
  - a. Select a previous church you donated to, or
  - b. Click on "Find a church" and search for a church by its name in the search window
3. Enter donation amounts to your preferred categories.
4. Click on "Continue to donate".
5. Under the Tithe & Offering Total, select "Set Up Recurring Donation" and enter the Start date, optional End date, and Recurring donation interval.
6. Select your preferred payment method or add a new one.
7. Click "Continue" to review your donation.
8. Click "Confirm recurring donation" to submit your donation.

From a mobile device:

1. Log into your member account.
2. Search for your church
3. Click on Donate at the bottom of screen.
4. Click on Recurring Donation under the name of your church
5. Select the repeat interval you want.
6. Select the Start Date.
7. Enter the amounts you want to give.
8. Enter the amounts you want to give and the scroll to the very bottom and click continue.
9. Select the payment method you want to use or to enter a new payment method, click on the + sign in the top right corner of the screen.
10. Review the donation information and then scroll to the bottom of the screen and Confirm Payment.

## **CHANGE YOUR PASSWORD:**

From a Computer:

1. Go to <https://AdventistGiving.org>
2. Click on "Log in" (in the upper right corner of the screen)
3. Click on "I forgot my password"
4. Go to your email inbox to find the password reset email we sent to you. If you do not find it in your inbox please check your spam or junk mail folders. The email will be sent from [noreply@adventistgiving.org](mailto:noreply@adventistgiving.org). Complete the steps in this email to change your password.
5. Once you've reset your password please go back to the <https://AdventistGiving.org> page to log in with your new password.

From a Mobile device

1. Go to the app
2. Click on "Forgot Password"
3. Go to your email inbox to find the password reset email we sent to you. If you do not find it in your inbox please check your spam or junk mail folders. The email will be from [noreply@adventistgiving.org](mailto:noreply@adventistgiving.org). Complete the steps in this email to change your password.
4. Once you've reset your password please go back to your app to log in with your new password.

## **TAX RECEIPTS**

Tax receipts for donations made through AdventistGiving come from the church that you donated to.