

ADVENTISTGIVING – DONOR INSTRUCTIONS

AdventistGiving is a ministry of the North American Division of Seventh-day Adventists IT Services Department.

WHAT IS ADVENTISTGIVING?: AdventistGiving provides a way for you to return tithe and give offerings electronically to any church enrolled in this service in the US, Canada and Guam.

GET HELP: Help@AdventistGiving.org

FEES: Please consider using ACH as your payment method to keep costs to a minimum.

- ACH transaction (electronic check or savings account) cost 18 cents each
- Debit cards cost an average of 0.65% of the amount donated
- Credit cards cost an average of 2.05% of the amount donated

WEBSITE: <https://AdventistGiving.org>
When using a computer please use Mozilla Firefox or Google Chrome web browsers.

APPS: When using a mobile device please use our app, available from the Google Play and Apple App stores.

SEARCH FOR ADVENTISTGIVING – 3 WAYS:

From your church website:

1. Go to your church website.
2. Click on *Online Giving* link.

From AdventistGiving.org website:

1. Go to <https://www.AdventistGiving.org>.
2. Search for your church by its name in the search window in the middle of the page.

From a mobile device:

1. Download the AdventistGiving app from the Apple App or Google Play stores.
2. Open app and search for your church.

CREATE YOUR MEMBER ACCOUNT:

From your church website:

1. Go to your church website.
2. Click on *Online Giving* link.
3. Click on *Log in* in the top right corner of the screen and then click on *Sign Up*.
4. Enter all information and then click on *Register* at bottom of page. That's it! You can now log in with your email address and password.

From AdventistGiving.org website:

1. Go to <https://www.AdventistGiving.org>.
2. Search for your church by its name in the search window in the middle of the page.
3. Click on *Log in* in the top right corner of the screen and then click on *Sign Up*.
4. Enter all information and then click on *Register* at bottom of page. That's it! You can now log in with your email address and password.

From a mobile device:

1. Go to AdventistGiving mobile app.
2. Click on *Account* and then click on *Sign Up*.
3. Enter all information on the form that pops up and then click on *Register* at bottom of page.
4. Enter all information and then click on *Register* at the bottom of the page. That's it! You can now log in with your email address and password.

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*, enter your email address and click *Submit*.
4. Look for an email from [noreply@AdventistGiving](mailto:noreply@AdventistGiving.org) which contains a password change link. If you do not find it in
5. your inbox please check your spam or junk mail folders.
6. 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. Open app and click on *Forgot Password*.
2. Look for an email from [noreply@AdventistGiving](mailto:noreply@AdventistGiving.org) which contains a password change link. If you do not find it in your inbox please check your spam or junk mail folders.
3. Once you've reset your password please go back to your app to log in with your new password.

CHANGE YOUR ACCOUNT INFORMATION:

From a Computer:

1. Go to <https://AdventistGiving.org>
2. Click on *Log in* at the top right corner of the screen and log in.
3. Click the *down arrow* next to your name, located in the top right corner of the screen and select *Account history and*
4. *profile*.
5. Click on *Profile* tab.
6. Change your information and then click *Save Changes* at bottom of page.

From a mobile app:

1. Log into your account.
2. Click on *Account* at the bottom of the screen.
3. Click on *Edit Profile* in the middle of the screen. Make your changes and then click on *Save*.

ADD A SAVED PAYMENT METHOD:

Donations to churches in Canada may only be made by credit card.

From a computer:

1. Log into your member account.
2. Click the down arrow beside your name in the upper right corner of the screen.
3. Select *Account history and profile*.
4. Click on *Wallet*.
5. Click on
 - a. US Church Donors - New Electronic check or New credit/debit card.
 - b. Canadian Church donors - New credit card
6. Enter account information and add a *Nickname* to later identify which bank account you've entered.
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
 - a. US Church Donors - *New Electronic check* or *New credit/debit card*.
 - b. Canadian Church donors - *New credit 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
 - a. US Church Donors - *New Electronic check* or *New credit/debit card*.
 - b. Canadian Church donors - *New credit card*
6. Enter your payment information and then click on *Save*.

SET UP A RECURRING DONATION:

From a computer:

1. Log into your member account and click on *Donate* to bring up the tithe envelope if it does not automatically come up for you.
2. Make sure that the correct church name is listed above the tithe envelope.
3. Click on *Recurring donation* just above the *Tithe* section of the envelope.
4. Select the *Repeat interval* you would like for your recurring payment and the *Start date*.
5. Complete the tithe envelope according to the categories and amounts you would like to give and click *Continue*.
6. Select the bank information you wish to use for your donations or enter new information if you have not previously done so and click *Continue*.
7. Review the information that shows on the page and make changes if necessary and then click *Confirm payment*.

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*.

TAX RECEIPTS

Tax receipts for donations made through AdventistGiving come from the church that you donated to. Churches are to send these out by the end of January. For more information, please contact your church treasurer.