**Instructions for Online Giving**

Note:

* You must set up your MINISTRY ID before continuing with these Online Giving steps
* See “INSTRUCTIONS FOR SETTING UP MINISTRY ID FOR LOGIN” instructions.

Example Family used for these instructions:

* Michael (Mike) Member - Primary Contact (Husband)

**Step 1: Log into ShelbyNext for Bloomington Living Hope Lutheran Church**

* <https://bloomingtonlivinghope.shelbynextchms.com>

**Step 2: Complete Login Screen**

* You will use your Ministry ID to log into ShelbyNext (Computer and Phone App)
* Always select <Login with MinistryID>

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**Step 3: Complete MINISTRY ID Login Screen**

* Use your Ministry ID (Email + Password)
* Select Login

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**Step 4: Click on the <$ Give Now> box**

* You are now being directed to the Giving features of ShelbyNext

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**Step 5: $ Give Now**

* You are now at the “Giving Page”
* This is the page where you can set up your information for
  + One Time Giving
  + Recurring Giving
  + Set up Credit Card or Bank Information
* IMPORTANT NOTE: The steps below outline setting up a “RECURRING” Online Giving Amount. If you are doing a one-time donation, follow the same steps except do not select <Make this Gift Recurring>. All steps will be identical except you will not see a “Recurring Gift Details” section.

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**Step 6: Recurring Giving: RECURRING box (to get into Giving Setup).**

* Click the box next to “MAKE THIS GIFT RECURRING”
* Recurring setup screen appears for you to complete

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**Step 6: Set up Giving Locations, Amounts, Frequency**

* Click the box next to “MAKE THIS GIFT RECURRING”
* Recurring setup screen appears for you to complete
* You go through the screen and complete for your Fund location, $ Amt, and Frequency.

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**Step 7: First: Select one of the FUND allocations for your donation.**

* Options:
  + General Envelope Bloomington Lutheran
  + General Envelope Living Hope
  + Build the Dream - Bloomington
  + Build the Dream - Living Hope
  + Costa Maya
  + Deficit Reduction
  + Mercy Ministry
  + Missions
* Complete Amount (e.g. $150.00)

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**Step 8: If you wish to give to more than one Fund, select “ + Add Donation”**

* Click on “+ Add Donation”
* Select “FUND” and complete “Amount” for the additional donation category.

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**Step 9: Setting up the Recurring Details**

* Scroll down to the “Recurring Gift Details” section of the page
* Select “FUND” and complete “Amount” for the additional donation category.

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**Step 10: Setting up the Recurring Details**

* Scroll down to the “Recurring Gift Details” section of the page
* Click on the Frequency Box and Select the frequency of the Online Giving

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**Step 11: Select the Start Date of your Recurring Online Giving**

* Click the Menu Box on the right of the Start Date field
* Click on the Month / Date you would look like to start your giving (e.g. 3/31/2020)

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**Step 12: Select your Payment Type**

* Scroll down to the “I’d Like To Give By” section

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**Step 13: Select <Credit Card> or <Bank Account> to set up your recurring giving**

* Scroll down to the “I’d Like To Give By” section

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**SETTING UP PAYMENT THROUGH YOUR CREDIT CARD**

**Step 14a: Credit Card Payment and Billing Information setup:**

* Complete the Credit Card Setup section with all of the required information
* Complete the Billing Information section
  + - Email address will be auto-filled with your profile email
  + Select “Save Card” if you want the system to automatically use this information for each of your recurring payments going forward.

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**Step 15a: Submit your recurring giving**

* Validate the dollar amount total
* Select “SUBMIT $$ Amount” button

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**SETTING UP PAYMENT THROUGH YOUR BANK ACCOUNT**

**Step 14b: Bank Account Payment and Billing Information setup:**

* Complete the Bank Account Setup section with all of the required information
* Complete the Billing Information section
  + - Email address will be auto-filled with your profile email
  + Select “Save Account” if you want the system to automatically use this information for each of your recurring payments going forward.

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**Step 15b: Submit your recurring giving**

* Validate the dollar amount total
* Select “SUBMIT $$ Amount” button

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