

Getting Started with EasyTithe Online Giving

Welcome to EasyTithe, our new online giving tool. EasyTithe features automatic recurring donations, mobile giving from your Smartphone, one-time giving, as well as reporting features.

Getting started is as simple as 1-2-3.

1. Open the link <http://www.easytithe.com/highlands>
2. Click "First Time User" to set up your account, using an email and password.
3. Next, login into your account. Your options include "Quick Give," "Scheduled Giving" and "My Account."

How do I setup a recurring donation?

To create an automatic recurring donation, select the "Scheduled Giving" tab on the left-hand side of your donor portal. NOTE: you will need to have an account created in order for this option to be active.

On the next screen, you will see fields to choose a specific fund (if applicable) and setup your giving schedule (frequency, amount, start date, etc). Enter your credit card info at the bottom of the screen, and then click the "Activate Schedule" button to complete the scheduled giving setup.

After an automatic donation schedule has been setup, you can view the details anytime under the Scheduled Giving tab. If you have multiple recurring donations in place, you will see links at the top right of the screen, which will allow you to toggle between the various schedules.

Change/Delete a Recurring Gift

To remove a recurring gift, click the Scheduled Giving tab and select the donation you want to delete. If you have multiple recurring donations in place, choose the specific schedule at the top right of the screen. Then, click the "Delete Schedule" button at the bottom of the screen.

NOTE: If you would like to make changes to an existing recurring gift (i.e.: credit card info, expiration date, gift amount), you will first need to deactivate the current schedule. Then, create a new schedule with the necessary changes.

Can someone give an anonymous donation?

In order to process credit/debit donations online, the donor's name/address is required to process the transaction so the manager of the account would be able to see who it was from. However, the donor can make a note on the transaction that they would like it listed anonymously in external reports.

What is Quick Give?

This option allows users to place a one-time donation without logging in.