

MY.VRL.CHURCH

Welcome to Valley Real Life's new online system. In the following pages you will find instructions for creating your online account and setting up your recurring gift.

We recommend setting up your account and logging in prior to scheduling your gift, though this is not required. Doing so allows you instant access to change or cancel a gift as needed without waiting for account approval at a later date. You'll also be able to save your payment methods for greater flexibility in giving later on.

Learn how to setup your account	Page 2-3 (Blue Section)
Learn how to setup a recurring gift	Page 4-5 (Green Section)
Learn how to cancel giving in the old system	Page 6 (Gray Section)

After setting up your new gift, please remember to cancel the previous recurring gift.

If you have any questions, please e-mail Jake at jdouglas@vrl.church for support.

SETUP YOUR ACCOUNT

STEP 1: GO TO <https://my.vrl.church> IN YOUR BROWSER

STEP 2: CLICK “Login” IN THE UPPER RIGHT HAND CORNER

STEP 3: CHOOSE “Register” NEAR THE BOTTOM

Leave the username and password blank until the next screen.

Login

Username

Password

Remember me on this computer

Login

Register

[Forgot Account](#)

STEP 4: CHOOSE YOUR USERNAME, PASSWORD, AND ENTER YOUR PERSONAL INFORMATION BEFORE CLICKING “Next.”

New Account

Username *

Password *

Confirmation *

Next

Your Information

First Name *

Last Name *

Email *

Gender

Birthday

 / /

SETUP YOUR ACCOUNT

STEP 5: IF YOUR NAME AND LISTED E-MAIL MATCH AN EXISTING PERSON, YOU WILL BE PROMPTED TO CONFIRM YOUR IDENTITY, OTHERWISE, SELECT “None of these are me”

There are already one or more people in our system that have the same email address and last name as you do. Are any of these people you?

You?	Name	Gender	Birth Day
<input type="radio"/>	Jane Smith	Female	January 1

None of these are me

Previous

Next

STEP 6A: IF YOU CHOSE AN EXISTING PERSON, YOU WILL RECEIVE AN E-MAIL TO CONFIRM YOUR ACCOUNT.

STEP 6B: IF YOU CHOSE “None of these are me,” YOUR ACCOUNT WILL BE CREATED AND YOU WILL BE REDIRECTED BACK TO MY.VRL.CHURCH.

**CONFIRM YOUR ACCOUNT (IF PROMPTED), THEN RETURN TO:
MY.VRL.CHURCH**

SETUP YOUR NEW RECURRING GIFT

STEP 1: GO TO <https://my.vrl.church> IN YOUR BROWSER

STEP 2: LOGIN (RECOMMENDED), THEN SELECT “GIVE ONLINE”



STEP 3: ENTER YOUR GIVING AMOUNT AND FREQUENCY

Contribution Information


General Fund

\$ 0.00

Frequency

Monthly ▾

First Gift

12/29/2017 

STEP 4: ENTER YOUR PERSONAL DETAILS AND CLICK “NEXT”

Personal Information

First Name

Last Name

Address

City WA Zip

Email

Next





SETUP YOUR NEW RECURRING GIFT

STEP 5: ENTER PAYMENT INFORMATION FOR CREDIT CARD OR ACH

Payment Information

Credit Card Bank Account ← *Select payment method first.*

Credit Card #

Expiration Date / Card Security Code

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STEP 6: CONFIRM YOUR SELECTIONS AND CLICK “FINISH”

**YOUR GIFT HAS BEEN SCHEDULED.
THANK YOU!**

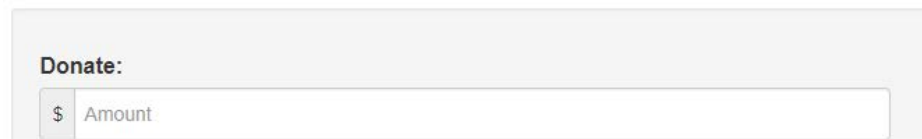
*BE SURE TO CANCEL YOUR RECURRING GIFT IN THE OLD SYSTEM USING
THE INSTRUCTIONS ON THE FOLLOWING PAGE.*

CANCEL YOUR PREVIOUS RECURRING GIFT

STEP 1: VISIT <https://goo.gl/opSK3e>



STEP 2: SELECT "LOGIN"

A screenshot of a "Donate" form. The word "Donate:" is positioned above a text input field. Inside the input field, there is a dollar sign "\$" followed by the placeholder text "Amount".

STEP 3: ENTER YOUR E-MAIL ADDRESS AND PASSWORD

STEP 4: SELECT "ACCOUNT" FROM UPPER-RIGHT CORNER



STEP 5: CANCEL YOUR RECURRING GIFT

