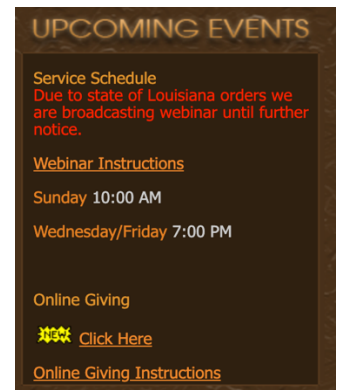


## Online Giving

1. Go to the church website: <http://www.lafayettefac.org>



2. Click menu: “\*New\* Online Giving” or select it from upcoming events; “\*New\* Online Giving”
3. An online donation window will pop up on left with two other windows to the right. The top right window is to **sign in or login**; the bottom right window is to **create a profile which is private**. The church does not see your personal information.
4. Creating a profile is optional, but we **recommend it** as once that is done, giving can be scheduled, easily done on the app if you choose, etc. Having a profile also allows you to receive **an e-receipt** every time you give and view your **contribution history**.
5. Inputting a **checking account/routing number is preferred** if possible as the charges for the transactions are **much less** for the church to pay. That also eliminates having to update the profile if your debit card is lost/stolen. The checking account number will be permanently part of your profile and the account used for contributions.
6. Whether you build a profile or not, choose which category to which you wish to contribute. Note that “General Fund” is regular offering. **Input the amount** and follow all steps.
7. Once done, another window will popup asking for **donation information**. Once entered and verified, hit “**process**” (only if you do not create a profile). If you are using your profile, you will login and follow the previous instructions.
8. Click through to completion, and you're done. You can also **download the app** which does the same thing but through mobile device. **Allow location, then type First Apostolic Church and/or type 70506**. Make sure it pulls up The **app uses a PIN** once you complete your profile which is very convenient. The icon for the app is below.

**GIVEPLUS<sup>+</sup>**

## Group Me App

1. Download the “groupme” app. The icon is as follows:



2. Download the app to your phone.
3. NOTE: You can **ask anyone currently in the group** (most of the church is currently using the app) to invite you to the group. That is also a very easy way to join.
4. You can also Look up “Church.”
5. The church “groupme” account has a drawing of the new facilities. That’s how you will know that you are on the correct “groupme” account.
6. The type “#stay” to make sure you stay in the group.