## Online Giving Assistance Guide - Norris Road Church of Christ

## www.norrisroadcoc.com

- Click Give/Donate Powered by Tithe.ly
- Click Create Account
  - o Enter
    - First Name
    - Last Name
    - Email Address
    - Create a password
    - Confirm password
    - Create a four-digit pin) [Document and Remember your four-digit pin]
    - Confirm pin
    - Click Submit
      - → Your account has been successfully setup
  - Enter
    - Your pin (four-digit pin) [<u>Document and Remember your four-digit pin</u>]
- Your Payment Methods
  - Credit/Debits Cards + Click Plus Sign (+)
  - o Add a credit / debit card
    - Add card number
    - Enter expiration information
      - MM 2 digit month YY 2 digit year
      - CVC 3 digit code on back on card (AMEX not accepted)
      - Zip Code 5 digit Zip Code
    - Click
      - Add Card
        - o Card has been successfully saved
        - o Click OK
- Norris Road Church of Christ

Memphis, TN 38106

- Give
  - Enter \$. xx [Enter Dollars and Cents]
- DO NOT SELECT Recurring Giving [Skip Recurring Giving]
- o To: Select Fund for Offering Select Fund and Click Give \$. xx [Dollar Amount Entered]
  - General Fund
  - Offering
  - Benevolence
- Confirmation
  - Are you sure you want to make a one-time gift of \$? xx to Norris Road Church of Christ today?
    - Click OK
  - Thanks! Your gift has been given to Norris Road Church of Christ
- o To Exit
  - Click X at Top Right of Screen