

# **LCR Online Giving Guide**

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Thank you for being an online giver! For those who have been online givers in the past, we have a new look! The feedback we've received is this is more user-friendly than the old way. Whether you are new to online giving or a pro, below are some helpful hints.

## Please login or sign up! (https://lcrmarietta.org/give/ - upper right corner)

Having an account means you can save your preferred payment methods and you don't need to add them in each time! This also ensures that your donation is automatically matched to your envelope number.

- Credentials are the same as the "old" system. Not sure if you have a login? Try using the email address and reset password. If you don't have an account, it will let you know.
- New to online giving, your email address will be your login.

### How to give?

- Select the Give button for the fund that you wish to give to. Don't see your choice immediately, please scroll down until you find it or contact us at FinancialSec@lcrmarietta.org.
- Complete the information. You will then have a basket for your donations.
  - If you have another donation you wish to make, look to the left for Explore More Ways to Give.
    You will see two options but can select "See all" to get to the full list.
- Once you have added all your donations to your basket, you can select "Continue to payment."
  - If you are already logged in, your payment history options will show to the left. It does default to a credit or debit card, so toggle to bank account if you prefer. You can always add or update payment information here, and you have the option to save.
  - If you forgot to log in, you are given the option to do so here.
  - You can check out as a guest. This is not recommended.
- Once your donation has been processed, you will receive an email communication of your gift.

### How to make changes to recurring gifts?

- Select the Profile button (upper right).
- Any scheduled transactions will show.
- AT THIS TIME, you cannot simply change an existing transaction (Vanco is working on this). To make a change, you need to cancel the existing transaction and then select the Home button (upper right) to create the new transaction.

#### Other information:

- You have the option to help offset the credit card fees. This is an additional donation to LCR and helps LCR keep 100% of the donation you intended.
- Donation options do vary depending on the fund. Some are set up to allow recurring donations (e.g. Sunday) and others are set up for one-time donations only (e.g. Misc. Program Income).

If you have any questions, please contact us at FinancialSec@Icrmarietta.org.