Instructions on how to **delete current recurring giving profile on the old giving platform**:

1. Click on this link
2. Sign in and click on "Edit Current Giving Schedules"
3. Click on "Delete Profile" for each profile you have set up
4. You should see a message that says, "You do not have an active giving profile" once you have deleted your profile(s)
5. Email giving@lifepoint.org to let our bookkeeper know that you have deleted your profile and she will confirm that your profile(s) have been deleted
6. Please delete your current recurring giving profile by February 20, 2018

Instructions on how to **create a new recurring giving profile on the new giving platform**:

1. Go to lifepoint.org/give
2. Scroll down the page and click on "Give Online"
3. Click on the "$0" and enter the amount you would like to give for your recurring gift (only whole dollar amounts)
4. Click on "General Fund" to select the fund you want to give your recurring gift to (if you would like to give to more than one fund, you will have to create another recurring giving profile)
5. Click on the "Recurring" drop down box to select how often you would like your recurring gift to come out of your account
6. A Start Date box will pop up – select the date you would like your recurring gift to start
7. Click "Continue"
8. Enter personal info (first & last name, email address – select your campus by clicking on "Lifepoint Church" under Church settings and then click on the Preferred location to find your campus) – click "Continue"
9. Enter your credit card or bank info – click "Continue"
10. Click "Give $" at the bottom of the page and your profile will be set up. A message will pop up confirming your recurring profile and you will receive an email confirming it as well.
11. Email giving@lifepoint.org if you have any questions

Instructions on how to give a **ONE-TIIME gift on the new giving platform**:

1. Go to lifepoint.org/give
2. Scroll down the page and click on "Give Online"
3. Click on the "$0" and enter the amount you would like to give
4. Click on "General Fund" and select the fund you would like to give to (if you would like to give to more than one fund, you will just repeat these steps to give to the next fund)
5. Click "Continue"
6. Enter your phone number and click "Text me a secure PIN"
7. Enter the pin you receive
8. Click "Give $" at the bottom of the screen
9. If you haven't already set up your account, you can click on the 3 bars on the top right of the screen and select "My account" to update your info
10. Make sure you click on "Lifepoint Church" under Church Settings to select the campus you attend so your contributions will go to that campus.

Instructions on ***how to update your new giving profile*** with your address, phone #, and campus:

11. Go to lifepoint.org/give
12. Scroll down the page and click on "Give Online"
13. In the top right corner, click on "Log In"
14. Enter your mobile phone number and then enter the pin that was sent to you via text
15. Under "About Me" you can edit your address
16. Under "My Contact Info" you can edit your email and phone number
17. Under "Church Settings" click on "Lifepoint Church" and then under "Preferred Location" you can update your campus to the campus you currently attend

It is very important to update your campus, as this will trigger which campus your contribution is credited to