



Quick—Start Guide

Finding the E-Giving Page

Begin by going to the church website, www.valleyfree.org. On the home page you will find “E-Giving” located on the lower left corner, near the directions button. Click on E-Giving. This will take you to an introduction page. At the bottom of the page, click on “Make a Contribution”

Setting Up Your Account

At the E-Giving Login page, click on “Not signed up yet? Sign up here”. This takes you to the Member Sign-Up page. Enter your personal information. You will also enter your account Username and Password here. Click “Submit” to continue.

At the menu page, click on “View the Authorization Agreement”. (Ignore any instructions for Credit/Debit Cards). Scroll down to the end of the Authorization Agreement and check the box for agreement. Click on “I Agree”.

Read through the following information page. At the end of that page, click on “Return to Main Menu”.

Entering Bank Information

Once you have established your E-Giving account and returned to the Main Menu, you can click on “View/Edit Member Profile” to enter your banking information or you can click on “Go to My Organizations E-Giving Donation Page” to begin making a contribution. Either pathway will ask you for bank routing information. Once entered, you will not need to enter it again.

Note: The routing numbers are found on the bottom line of your bank checks. The first group of nine digits is the bank routing number. The second group of ten digits is your bank account number.

Making a Donation

Simply choose “Go to My Organizations E-Giving Donation Page” at the Members Main Menu.

Follow the instructions from there.