

ELEXIO GIVING INSTRUCTIONS: FEB 2020

STEP 1: SETTING UP A NEW DONATION WITH ELEXIO

- 1) Our new financial Processing Website is through Elexio. Click on the link below <https://www.elexiogiving.com/app/giving/peoplehope>
- 2) Click on "Sign In" then click on "Register for an account"
- 3) Once at the next screen you can make a one time donation or set up a recurring tithe donation. Simply choose the fund (tithe), enter your donation amount and payment information and click on "Make this gift recurring".
- 4) **We kindly ask you to consider donating directly from your checking account** instead of by credit card as the fees are dramatically lower. Last year we spent \$2000 on fees - money that could be directed towards ministry instead. You can set up a credit card though if you choose.

That's it! If you have any questions please reach Laura Allen at lallen@peopleofhope.net. Thank you again for your financial support and your ongoing prayers for the People of Hope.

STEP 2: CANCEL OLD POH DONATION TRANSACTION

1. Go to the old main POH donation page by clicking [HERE](#).
 2. On the right side of the page is the login area. Enter your username and password and click "Log In". You need to make sure that the username/password combo pulls up your current donation history. If it doesn't, you are probably logging into a different login you may have created at some point.
 3. You will see two sections: a) "My Scheduled Transactions" & b) "My Transaction History" along with a list of any scheduled transactions there. On the right side of the transactions is an "edit" button and a "delete" button. Click "delete" to remove the transaction.
- This has ended your online giving with vanco

Once you have setup your Elexio Giving account you may now use this account for all future donations as well as People of Hope event payments. Thank you for your attention to this matter! In Christ,

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