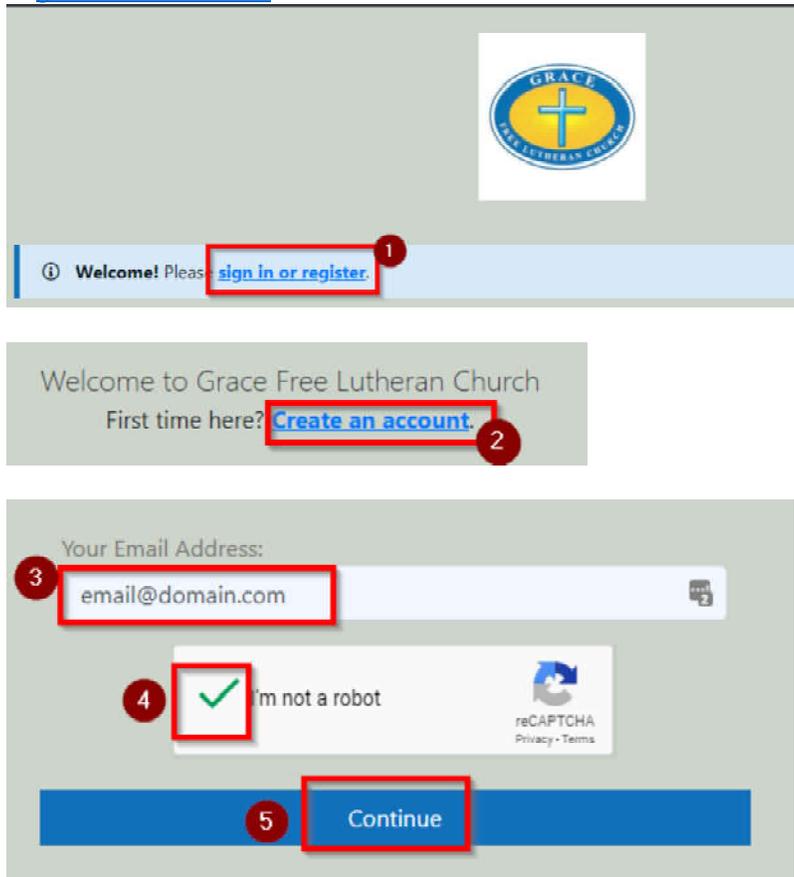


Online Giving Instructions (ChurchTrac)

Thursday, June 25, 2020 5:17 PM

1. Login to gflc.churchtrac.com

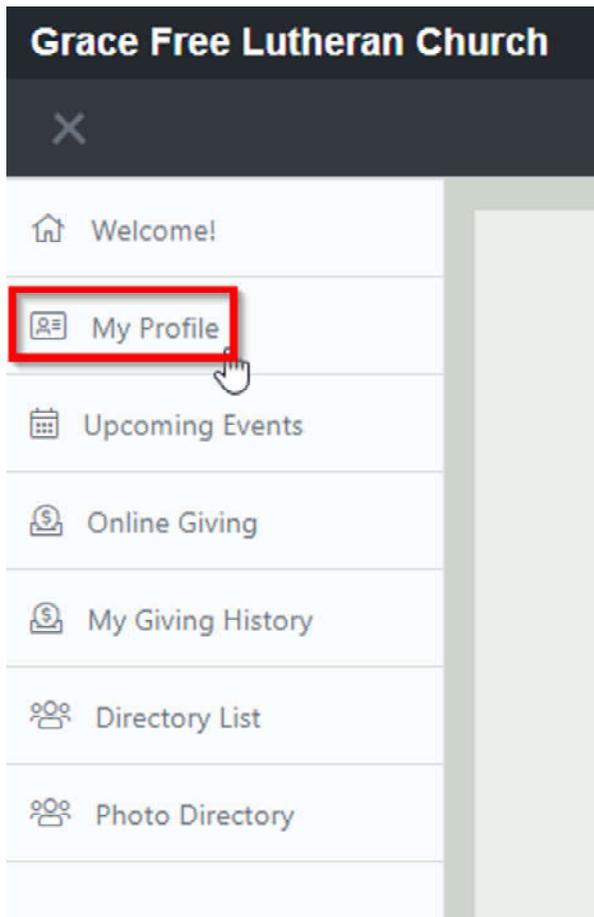


The screenshot shows the login page for Grace Free Lutheran Church. At the top right is the church's logo, a blue circle with a white cross and the text "GRACE FREE LUTHERAN CHURCH". Below the logo is a light blue banner with the text "Welcome! Please [sign in or register.](#)" where "sign in or register." is circled in red with a red circle containing the number "1". Below this is a grey box with the text "Welcome to Grace Free Lutheran Church" and "First time here? [Create an account.](#)" where "Create an account." is circled in red with a red circle containing the number "2". Below that is a form with a text input field labeled "Your Email Address:" containing "email@domain.com", circled in red with a red circle containing the number "3". Below the input field is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot", circled in red with a red circle containing the number "4". At the bottom is a blue button labeled "Continue", circled in red with a red circle containing the number "5".

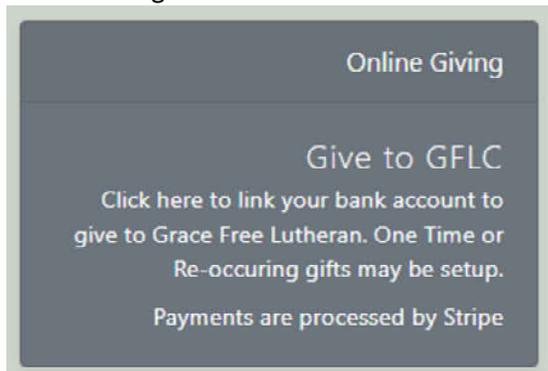
2. You will receive an email with a link to verify. Go check your email, clicking that link to return and complete your sign in.
3. Go to Update your Profile

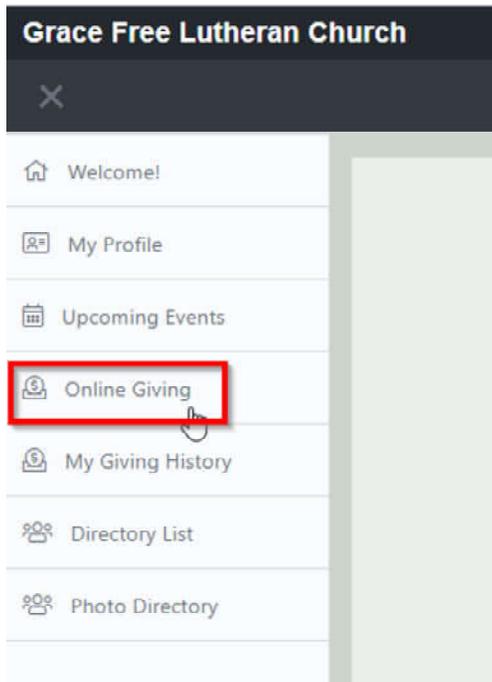


Or

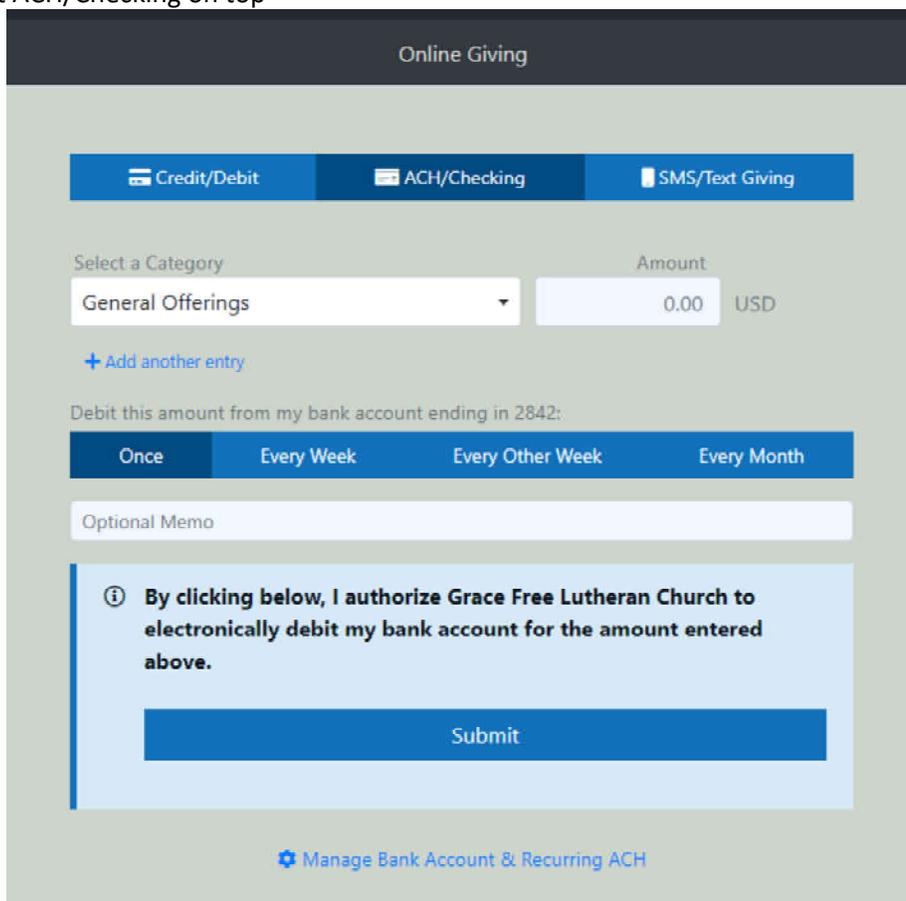


4. Confirm your Profile says your name and not your spouses.
 - a. **If you and your spouse share an email**, then decide who's name should be associated with your gifts.
 - b. **If your name is your spouses and you want it changed**, please contact Luke Reznecheck to get it changed at webadmin@gracefreelutheran.org, **do not proceed until the issue is corrected!**
5. Go to Online Giving





6. Select ACH/Checking on top

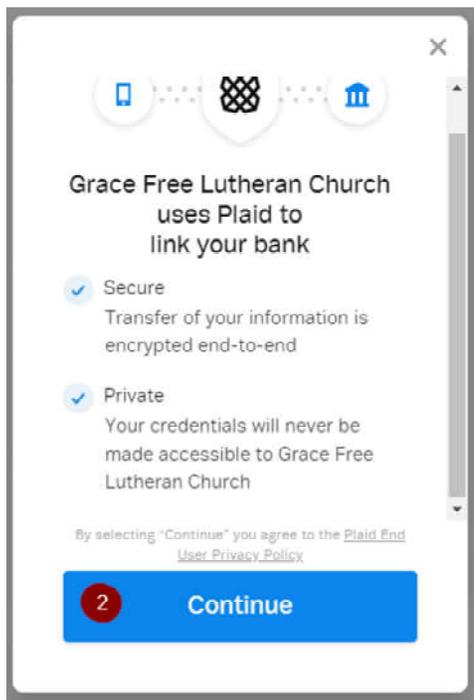


7. Add Checking Account

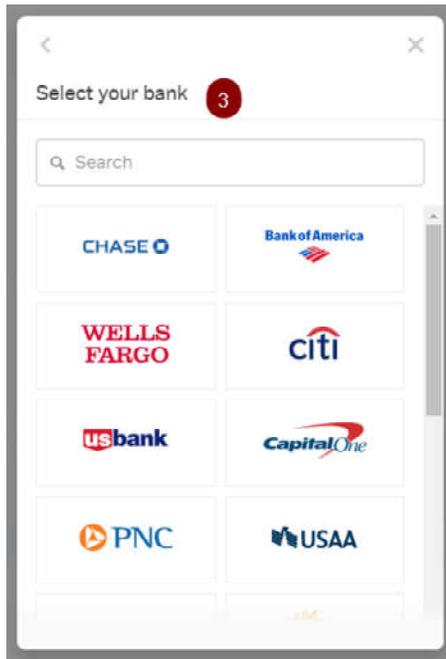
Before using your bank account to give, you must verify that you own the account. There are two ways that you can verify your bank account: Use Plaid to instantly verify your account (this works for most banks), or manually verify using microdeposits (this process takes a few days to complete).

Choose the Plaid option if you have online access to your account and know the login credentials. Plaid will link to your bank to securely verify your credentials, allowing you to give immediately.

If you don't have online access to your bank account, or if your bank is not supported, you can choose the manual verification option. You'll need to manually enter your routing and account number, so have that information available. With manual verification, you'll also need to enter the amounts of two small deposits that we create. It may take a couple of days for these deposits to appear in your account.



8. Select Bank



9. Sign into Account
10. Finish stepping through Plaid verification
11. Give to GFLC onetime or Reoccurring
 - a. Note on Reoccurring gits - The gift will process that day and use that day as the anchor for the reoccurring interval (weekly/biweekly/monthly). Ex. If you want a gift to occur on the first of the month, then you need to login and set it up on the first. We are working with ChurchTrac Developers to get this modified. Thanks for your patience in this.

Online Giving

Credit/Debit ACH/Checking SMS/Text Giving

Select a Category Amount

General Offerings 0.00 USD

[+ Add another entry](#)

Debit this amount from my bank account ending in 2842:

Once Every Week Every Other Week Every Month

Optional Memo

By clicking below, I authorize Grace Free Lutheran Church to electronically debit my bank account for the amount entered above.

Submit

[Manage Bank Account & Recurring ACH](#)