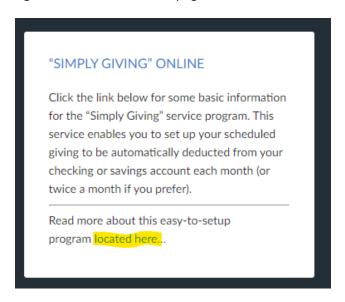
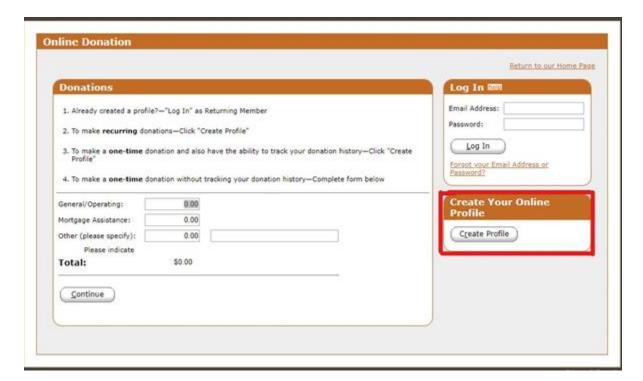
## **Instructions to setup Simply Giving**

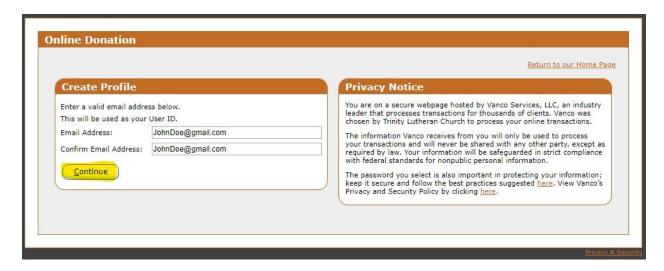
To setup Simply Giving, go to the following URL - <a href="http://tlcnorman.org/meetings/stewardship/">http://tlcnorman.org/meetings/stewardship/</a>.

From the Board of Stewardship – Simply Giving page, locate the Simply Giving Online section on the right-hand side of the web page. Click the "located here...' link.

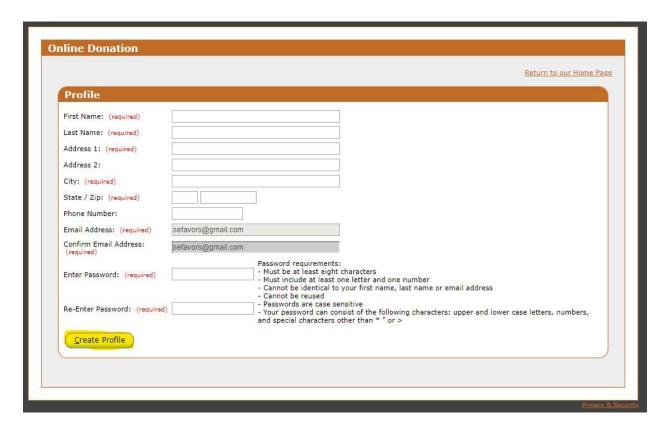




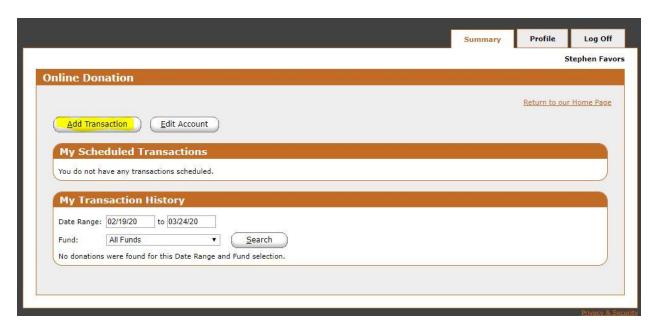
From the Online Donation page, create your online profile by clicking the Create Profile button. Once you have created your profile, you will use the Log In section to access your account.



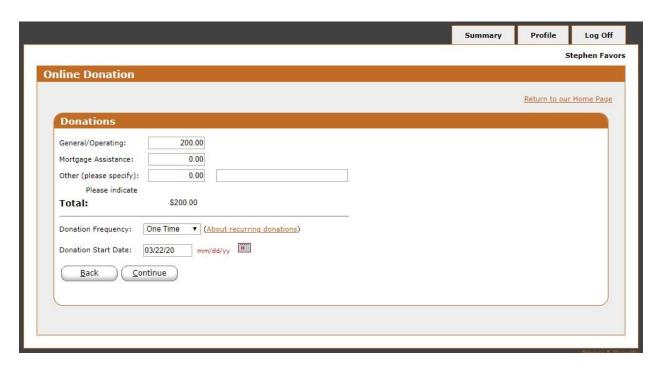
Add and confirm your email address and click the Continue button to proceed



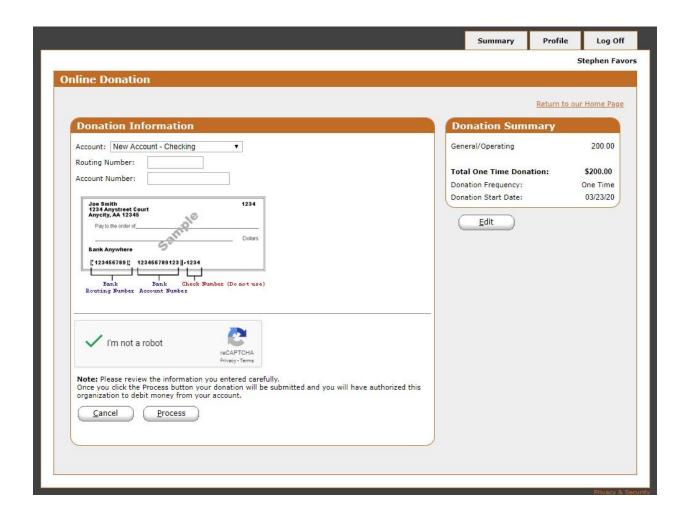
Complete all of the required fields and click the Create Profile button.



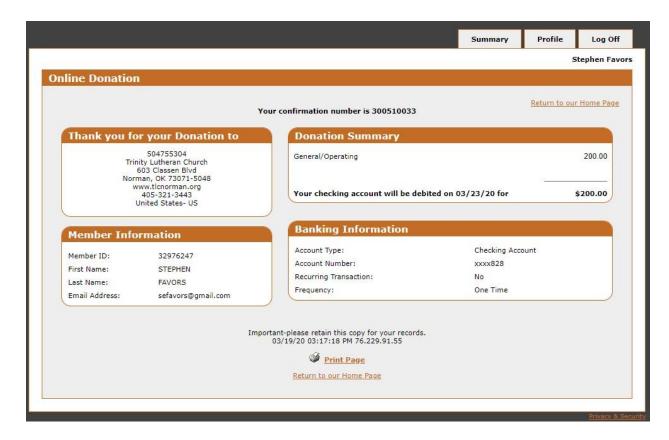
To continue, click the Add Transaction button



From the Donations page, enter the amount of the donation under the appropriate category. Enter the frequency of the donation by selecting from the drop-down box. You will be able to select One Time, Weekly or Monthly frequency. Select the date the donation is to start and click the Continue button.



Enter the Account from the drop-down box, followed by the Routing Number and Account Number for the selected account type. Click the check box "I'm not a robot" and click Process to complete the donation process.



Once processed, a summary page will be displayed indicating to whom the donation was made, the donation summary, member information and banking information. You have now completed creating your profile and setting up your donation.