



## Instructions for Online Giving

You may access our secure online giving portal from the church's website:

<https://mountainsongchurch.org/give/>

On the Give page, click on the green Give button and you will be taken to MountainSong's Tithely page.

1. If you already have a Tithely account or would like to set one up to make things go quicker next time, click the Login/Sign Up button at the top-right of the screen and follow the directions. This step is optional.
2. Whether you've logged in or not, to create a donation, the first thing you'll want to do is choose Credit/Debit or Bank Account in the green bar at the very bottom of the screen. Choosing Credit/Debit allows you to give using a credit or debit card. Choosing Bank Account allows you to give straight from your bank account. Please note that merchant fees are much less when you give from your bank account as opposed to using your credit/debit card. This means that MountainSong receives more of your donation. Note that some of the fields on the screen change depending on which option you choose; this is why you need to make this choice first.
3. Complete the fields on the screen.
4. Near the bottom of the screen, you'll see the Cover Fees option. By "covering the fees", you will pay the merchant fees that are required for all online transactions as opposed to having it come out of the amount you donate. This helps MountainSong receive all of your donation. Please know that when we record your donation for your Year End Giving Statement, the full amount you give, including the fee amount if you cover it, will be recorded, not just the amount entered in the Amount field at the top. Bottom line, whatever comes out of your bank account or is charged to your credit/debit card will be recorded by us as a donation, regardless of who covers the fees – us or you. As was said

above, donating from your bank account incurs a much lower fee than donating using your credit/debit card.

5. If you'd like to make your donation recurring so the amount is automatically donated on some regular interval, click the "Setup automated giving" slider and complete the fields that are displayed.
6. Once everything looks right, click the dark grey Give button near the bottom of the screen which shows the total amount that you will give. You'll receive an email confirmation of your donation.

If you have any questions or need assistance, please contact the church office by emailing [info@mountainsongchurch.org](mailto:info@mountainsongchurch.org) or by calling (406) 837-7664.

The screenshot shows the MountainSong Church donation interface. At the top, there is a green header with the church logo and a "Login / Sign Up" link. Below the header, the church name "MountainSong Church" and location "Bigfork, MT 59911" are displayed. The form includes several input fields: "Amount" (with an example of "Ex: 100"), "Give to" (set to "General Fund"), "Routing Number", "Account Number", "Email", "First Name", "Last Name", "Phone Number", "Street Address", "City", "State/Province", "Postal Code", and "Country" (set to "United States"). There is also a "Note / memo (optional)" field. At the bottom, there are two toggle switches: "Cover fees?" (with an information icon) and "Setup automated giving?". The bottom of the form features a green bar with icons for "Credit/Debit" and "Bank Account" payment methods.