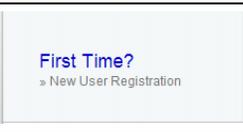
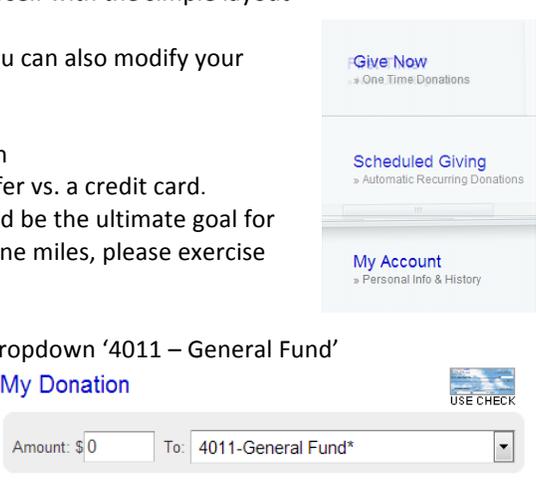


#	Description
1.	To get started, click the link below to be taken to the EasyTithe instance created specifically for CenterPointe. http://easytithe.com/centerpointe
2.	If you forget this link, you can always access EasyTithe from CenterPointe’s website. http://www.centerpointechristian.org/ 
3.	Once at the EasyTithe login page, if this is your first time there, you will need to setup an account by clicking on the ‘First Time?’ box on the left. 
4.	Below are some key points to filling out the information requested to setup an account. <ul style="list-style-type: none"> I. ACCOUNTS <ul style="list-style-type: none"> a. Each person in a family needs to create <u>his/her own account</u>. Do not enter your first name as ‘Ralph & Sally’. b. Separate accounts enable registrations, men/women’s ministries, etc. c. For tax purposes, family summaries will be available. II. PASSWORDS <ul style="list-style-type: none"> a. Setting up an EasyTithe account requires creating a password. b. Please create a <u>secure password</u> (8 or more characters, at least 1 upper case character, at least 1 number). III. ENVELOPE NUMBERS <ul style="list-style-type: none"> a. The last item asked for is your <u>envelope number</u>. You can find this on the Welcome email that was previously sent. b. If you cannot find your welcome letter, send an email to finance@centerpointechristian.org requesting your envelope number and it will be emailed to you. c. You do <u>NOT</u> have to wait for the envelope number to proceed – you can enter it at a later time!
5.	After you have successfully created your account, please familiarize yourself with the simple layout <ul style="list-style-type: none"> I. On the left side, you can schedule a one-time or on-going giving. You can also modify your account information II. In the center, you can enter your debit card or checking information <ul style="list-style-type: none"> a. We recommend & encourage the use of electronic funds transfer vs. a credit card. b. CenterPointe believes and teaches that living “debt free” should be the ultimate goal for all Christians. While online giving can enable givers to earn airline miles, please exercise wisdom and caution if using a credit card for giving. III. Under the ‘My Donation’ section in the center, you will see in the dropdown ‘4011 – General Fund’ <ul style="list-style-type: none"> a. This is the default giving category for general giving b. As the system becomes more populated, you will see add’l items in the dropdown. This can include things like Men’s Retreat, Women’s Bible Study book fees, and more!  IV. There is an option in the center to ‘Save this Card’ once you input your information. <ul style="list-style-type: none"> a. Please note that your stored credit card will be treated with the utmost privacy and security, as it would in any online system like Amazon or PayPal. b. If you do NOT feel comfortable about having your information stored, simply do not check this box. NOTE: The option to NOT store you fund information is ONLY available with one-time donations!
6.	If you have any questions about EasyTithe or need clarification on account creation, please send an email to finance@centerpointechristian.org and someone will get back to you promptly with an answer!