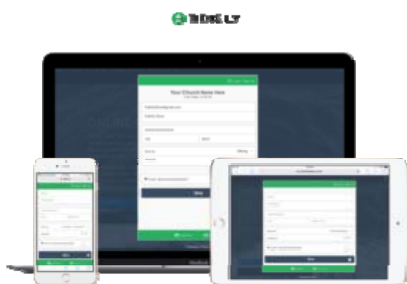# Digital and Online Giving: Tithe.ly

The Presbyterian Church in Canada has partnered with Tithe.ly and its digital giving platform

Tithe.ly is a USA-based company – but all transactions are in Canadian dollars for Canadian churches. Before you begin the signup process, make sure you have ready your business number, bank routing info, and your list of giving categories (for example: General fund, Mission fund, Building fund, etc.). You will also need I.D. (see Step 3).

PCC churches have been given a special rate/features with Tithe.ly. These include:

- No contract or monthly minimums
- Web, app, kiosk giving and easy recurring giving – packages and prices of packages vary. See features and pricing page.
- Ability to give to multiple giving funds within same transaction
- OPTIONAL – add cash/cheque donations to manage complete donation reporting
- OPTIONAL – add text giving for just $9/month (with free 90 day trial – normally $19/month)
- Ability to collect all data needed for income tax receipting (full address, phone, etc.)
- Ability to create Canadian income tax receipt PDFs
- Option to include a 'MEMO' field for gifts in memory/honour of another
- Special Credit Card Transaction Rate of just 2.75% + 30c

NOTE: Debit is not available due to Canadian government restrictions on US companies

To learn more about Tithe.ly and its features, go to: http://get.tithe.ly/

If at any point in the setup process you require assistance please contact Tithe.ly for technical and customer service help; email: hello@tithe.ly or call: 424-228-8870 (USA)

Step 1: Go to Signup Page

To ensure that your church receives the special PCC rates, Tithe.ly has created a PCC registration page: tithe.ly/rp/pcic/register

After you have completed the signup process, make sure that your donation forms capture the address, phone and memo fields you'll need to issue income tax receipts. You should also make sure that your church website is ready for online giving. (See: *Getting Your Church Website Ready for Online Giving*)

Step 2: Church Info Page

The Church Information Page will appear. You need to complete all boxes.

- **Church Name** – the name that people will find your church with in a search
- **Church phone**
- **Church Website**
- **Church Address** (as you start to enter the church address, google maps should show a list of addresses – please check the correct google maps address as this is used to geo-locate your church within the giving app.)
- **Giving Funds** – enter your church's giving funds – i.e. General; Tithe; Missions; Building; etc. (you must enter at least one giving fund, but you can change/add/delete later)
- **Church Banking Info** (key in the routing info from the bottom of a church cheque)
- **NOTE Re: SIN –** a bypass has been created. Do not enter this information. You will be asked to upload a piece/scan of government issued photo ID (like a driver's license). Tithe.ly will not keep this information. They need it only for verification purposes.

Then click on "**ADD MY CHURCH**".

Step 3: Bank Info Page

You must enter the church bank routing information. This is the account where Tithe.ly will deposit all funds.

In addition to validating the church with the church business number and banking information, Tithe.ly also needs to validate a legal representative of the church.

The form will ask for this name, date of birth and their Social Insurance Number. **LEAVE THIS FIELD BLANK.**

Under NO circumstances should you be obligated to provide a SIN # for security/validation purposes.

To complete the validation process, upload a photo or screenshot (.jpg or .png) of a valid form of government issued photo identification (example: driver's license, passport, etc.). This information is required to ensure that an administrator of the church is taking responsibility for the account with Tithe.ly

To complete the process, press the "**FINISH!**" button at the bottom of the screen.

AFTER YOUR ACCOUNT IS CREATED...

Once you have created a Tithe.ly account for your church, go to **tithe.ly/user** to log in and set up the following features:

- Click on "**MY CHURCHES**" from the left hand menu
- Under the Organization Settings column, click on "**EDIT ORGANIZATION**"
- To ensure Tithe.ly captures the necessary information for income tax receipting, you need to scroll down and check the following boxes:
  - "ask for an **address** when somebody gives"
  - "ask for a **phone number** when somebody gives"
  - "add a **memo field** to the giving form"
- If you have Church Management Software (ChMS) select it if it is on the drop-down list. This will allow you to integrate Tithe.ly's online database with your ChMS. If it is not on the list, you will need to export the data as a CSV file.
- If you need to add/change Giving Types, scroll down to the bottom of the page and enter the new Giving Type into the blank box, or press "**ADD ANOTHER ITEM**" to create a new blank box. Then press the "**SAVE**" button. You should double check to make sure this was added.
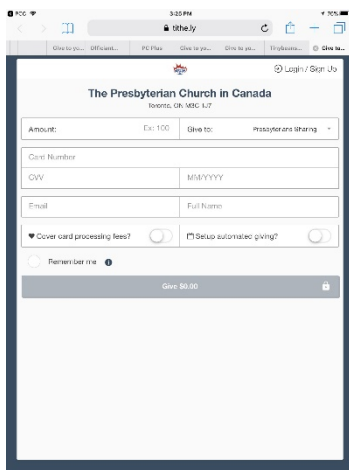
You can search the FAQs under SUPPORT to find out how to add your church logo, customize the thank-you email, set up a registration button on your church page, change settings and more!

Now you are ready to **Get your Church Website Ready**.

GETTING YOUR CHURCH WEBSITE READY FOR ONLINE GIVING

Adding the GIVE Button to your church website

Once you have signed up with Tithe.ly, you can plug the 'Giving Widget' into your website (find this under "Website Giving" on the left-hand menu of the Tithe.ly site.)

(sample page only)

What's the best part about it? People who give online never leave your website!* Keeping people who want to give on your website not only builds trust and confidence in the giving experience, but it makes the process simple, secure and fast (statistics show that 80% of givers stop the process if it takes longer than 30 seconds).

Don't hide the **GIVE** button! Make sure you place the give button in an easy –to-find spot on every page to make for a great giving experience, with the fewest number of steps possible.

What if your church does not have a website? People can still give to your church using tithe.ly by logging in and visiting your donation form hosted by Tithe.ly**.** Or your church can setup a giving KIOSK in the lobby of your church. It uses the same **Give Form** as the website.

* Requires SSL protection. Websites without SSL protection can instead link to their church's donation form on the Tithe.ly website.

Church Giving Policy

It is highly recommended that your church includes a **Giving Policy** on your website/Giving Page. If it's not already done, your ***church giving policy must be approved and recorded in the minutes of your Session prior to posting***.

A sample giving policy is provided (example only) for your church:

Please Note: Spending is confined to Session-approved funds, programs and projects. Each contribution will be used as designated by the donor with the understanding that when that particular fund, program, or project has been fully funded or cannot be completed for reasons determined by the Session, contributions so designated will be used where most needed.

This resource has been adapted with kind permission from The Free Methodist Church in Canada

The Presbyterian Church