WeShare Online Donations

A Simple Guide to Online Giving

HOW DO I LOG IN?

The Login button is located in the top-right corner of the site. If you already have an account, simply click on that button and enter your email address and password.

If this is your first visit to the site, simply click on any giving opportunity and begin donating, making a payment, or registering for an event. An account will be created and you will receive an email with temporary login information providing a twenty-four hour temporary password.

HOW DO I MAKE A DONATION?

Making a donation or payment is extremely simple. First, click on an individual collection. There will be two options:

Recurring Donation or Payment and One Time Donation or Payment. We will review both options.

1. To begin a recurring donation or payment, you will first choose an amount and then select the donation frequency. Options include weekly, biweekly, monthly, quarterly, and annually.

2. You will then decide when to start and end your recurring donation or payment. You can choose to start your transaction right away or at a later date of your choosing. You can also choose a date for this recurrence to end.

3. Now you will select the payment source for your donations. Available options include Checking/Savings Direct Withdrawal, Debit Card, and Credit Card. You will then be prompted to enter your payment information.

4. Fill in your basic contact information.

Your Contact Information

Enter your contact information below. Your email address is optional, but providing it will allow us to email you a receipt for your registration.

If you already have an account, click here to log in.

Email Address

Re-enter Email Address (for confirmation)

First Name

Last Name

Phone Number

5. Check the "I Agree" box and click the **Create Your Recurring Transaction** button to authorize the donation.

Confirm Your Information

Verify and complete your recurring transaction signup

Recurring Amount $0.00

Please check the 'I Agree' checkbox. By doing so you indicate that the above information is correct, and that you authorize the transaction.

☐ **I Agree**

Create Your Recurring Transaction

Please note that if you pay by credit or debit card, your transaction will appear on your statement as **'WeShare'**. WeShare is the electronic giving service that processes your transactions to The Church.

You may also choose to make a one-time donation or payment. To do so, first click on a collection of your choice, then the **One Time Donation** or **One Time Payment** button.

You can then choose a preselected payment amount or enter in a custom amount. Once you have done so, you will proceed through the same payment and authorization process outlined for recurring donations or payments.

HOW DO I CHANGE MY RECURRING DONATION AMOUNT?

1. Log in to the site and click the **Payments & Schedules** button.

2. Click Edit next to the donation you wish to change.

3. Type the new donation amount in the **Enter an Amount** box.

Enter an amount

$ 120.00

4. Click the **Apply Changes to Recurring Transaction** button to save your change.

Apply Changes to Recurring Transaction

HOW CAN I UPDATE MY CREDIT CARD OR BANKING INFORMATION?

1. Log into your WeShare account.

2. Once you are logged in, click on the Payments and Schedules button.

PAYMENTS AND SCHEDULES

3. Scroll down to the **My Payment Sources** menu.

My Payment Sources

Mike Stone's Checking Account ending in ****025   Edit   Delete

VISA   Mike Stone's Visa   Edit   Delete

4. Click the **Edit** button to edit the current expiration date. If you have a new credit card you would like to attach to an existing donation, follow steps 5-8. Only click the **Delete** button if you wish to delete the current card/bank account and use another one.

5. Click the Create a New Payment Source button and select the payment type.

6. Enter in the payment information for your new payment source and click **Create**.

7. Click the **Edit** button next to the recurring donation you want to attach the new source to.

My Recurring Transactions

Collection	Next Transaction Date	Payment Source	Amount		
Sunday Offering	Sunday April 12th, 2015	Tom Wilson's Checking Account	$140.00	Edit	Delete

8. Select the new source from the drop-down menu and click the Apply Change of Payment Source button.

Apply Change of Payment Source

HOW DO I RESET MY PASSWORD?

Click the Login button located in the top-right corner of the site. Then click the If you've forgotten your password, click here button and a temporary password will be emailed to you.

If you have more questions, please email WeShare@4LPi.com or call (855) 800-4273.