Online giving instructions

- *Logging in*

  - Go to **https://my.lifeatvictory.com/portal/login.aspx** in order to access online giving.
  - If you have a My Victory account:
    - Fill out your username and password.
    - When you're done, click on the button that says "Login."

  - If you don't have a My Victory account:
    - Click the button that says, "Create Account."
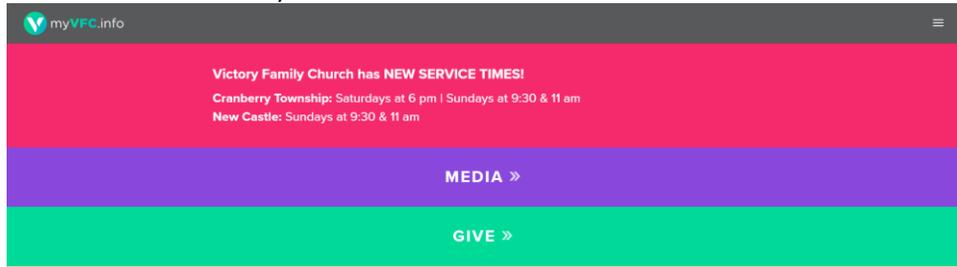   - Follow the rest of the prompts in order to enter your information and create your account.
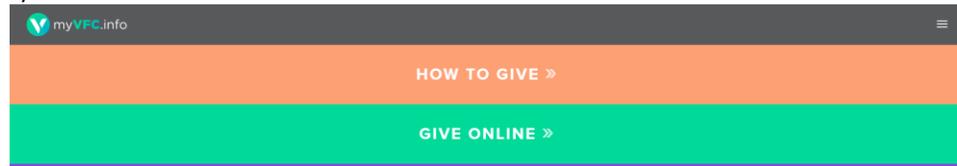

- *Giving*

  - Click "Giving" in the dark colored navigation bar. This will reveal a list of additional options from the log in screen
  - Click "Give now."

o   Or, from the home screen, select the "Give" Banner

o   Then, select the "Give Online" Banner:

o   Select your preferred Campus.
o   Choose the area to which you are designating your giving
o   Enter your gift amount.
o   Choose your giving frequency. This can be a one-time gift or a recurring gift. The weekly options are every week or every other week on any day of the week. The monthly options are the 1st, 5th, 10th, 15th, 20th, or 25th day of the month. On either recurring gift options, you must enter the end date of the gift, which can be no more than 5 years from the date you create the recurring gift, per financial regulations.

o   If you want to review your transaction or add an additional transaction, click the "Next" button.
    ▪   If you click "Next," you will see a summary of your transaction. Please note that with a recurring gift, if you are not actually giving at this time, the balance will show as zero.

Transaction Summary

Item Type	Item Description	Amount Due	
Recurring Donation	50.00 weekly, every Sunday to Tithe Online until 3/25/2018 (will begin on 11/19/2017)	n/a	remove
	Total Amount Due:	.00	

[Complete] [Add Another Donation]

- From this point, you can proceed with three different actions.
  - If you want to delete the transaction you just set up, simply click the red "remove" link. This will delete and clear the transaction from your summary list.

Transaction Summary

Item Type	Item Description	Amount Due
	Total Amount Due:	.00

[Complete] [Add Another Donation]

  - If you want to add another donation, click the "Add another donation" button.
    - For example, you might want to have an every-other-week gift for both your tithe and building fund pledge. To accomplish this, you would set up one gift for your tithe and add another gift for your building fund pledge. Likewise, if you wanted to have your gift occur on the 1st and 15th days of the month, you would set up one gift for the 1st and add another for the 15th. You also have the option to give some gifts monthly, others weekly, and at the same time make a one-time gift.
    - You will then go through the giving process again as outlined above.
    - If you add multiple gifts, each gift will be listed in the transaction summary.

Transaction Summary

Item Type	Item Description	Amount Due	
Recurring Donation	50.00 weekly, every Sunday to Tithe Online until 6/24/2018 (will begin on 11/19/2017)	n/a	remove
One-time Donation	100.00 one-time gift to Christmas Blessing	100.00	remove
	Total Amount Due:	100.00	

[Complete] [Add Another Donation]

  - If you are done adding transactions and want to complete your giving, click the "Complete" button (see instructions directly below).

- o If this is the only transaction you want to do at this time and you're ready to complete your giving, click the "Complete" button.
  - ▪ You will be taken to a screen outlining your personal and payment information.

Complete Transaction

PLEASE PROVIDE YOUR BILLING INFORMATION AND PRESS THE 'COMPLETE TRANSACTION' BUTTON BELOW.

Your Information

[Login]

*First Name:	Test
*Last Name:	Person
*Country:	United States
*Address Line 1:	123 Tester Lane
Address Line 2:	
*City, State, Postal Code:	Testopolis
	PA
	15108
*Email Address:	jhenry.vfc@gmail.com
*Phone Number:	111-222-3333
Total:	50.00 USD

Payment Information

|	
Payment Type:	● Debit/Credit Card ○ Online Check
*Card Type:	Visa
*Card Number:	4012888888881881
*Expiration:	9 - Sep
	2019
	yyyy
*Verification Code:	234
	what's this?

[Check Out] [Show Summary (1)]

- - For your personal information:
  - If you are logged in, these fields will auto populate.
  - If you are not logged in and would like to create an account, you can click the "Login" button and follow the directions as outlined above.
  - If you want to give as a guest without logging in, simply fill out your personal information.
  - ▪ For your billing information:
    - If this is a one-time gift, you will have to fill out your billing information each time.
    - If this is a recurring gift, your billing information will be stored securely with the merchant that handles our online giving.
    - Victory Family Church does not store your billing information, nor can we access your billing information at any time.
  - ▪ When your information is all filled out, simply click the "Check out" button and follow the remaining prompts.
  - ▪ You will receive an email confirming your transaction. Please keep this for your records.

- *Making changes or cancelations*

  - If you need to make a change to the amount, date, or frequency of your recurring gift, or change the credit card or checking account, you will need to cancel the existing recurring gift and create a new one.
  - Click "Giving" in the dark colored navigation bar. This will reveal a list of additional options.
  - Click "My giving."
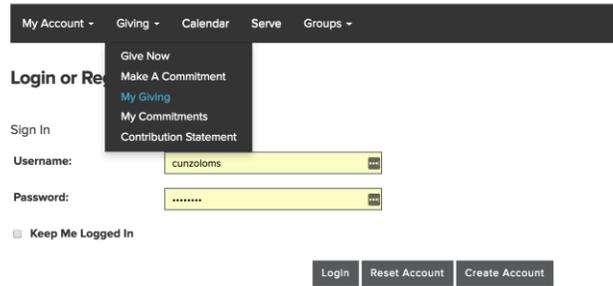
  - At the top of the screen, under "My Recurring Gifts," each recurring gift will be listed with an option to cancel. Click the "Cancel" button to go the confirmation screen. Click "Cancel this Recurring Gift."

My Recurring Gifts

Subscription	Designation	Next Donation	Cancel
47424455	25.00 USD To Kingdom Builders Every 2 weeks on Tuesday at 12:00 AM effective 3/7/2020 until 12/31/2020. (**22 more**)	03/10/2020	Cancel

- *Other questions*

  - Email Victory's accounting department at **accounting@lifeatvictory.com**
  - Call our offices at 724-453-6200 (business hours are 8:30 am to 4:30 pm, Monday – Friday).