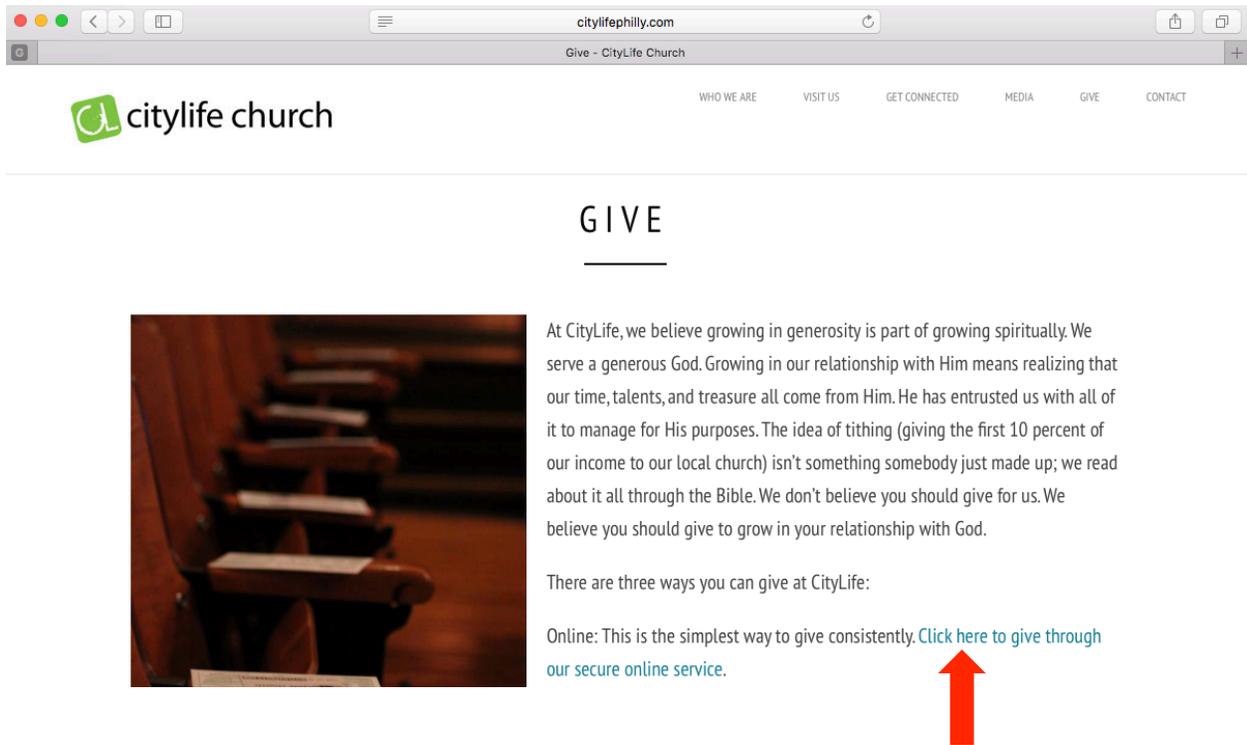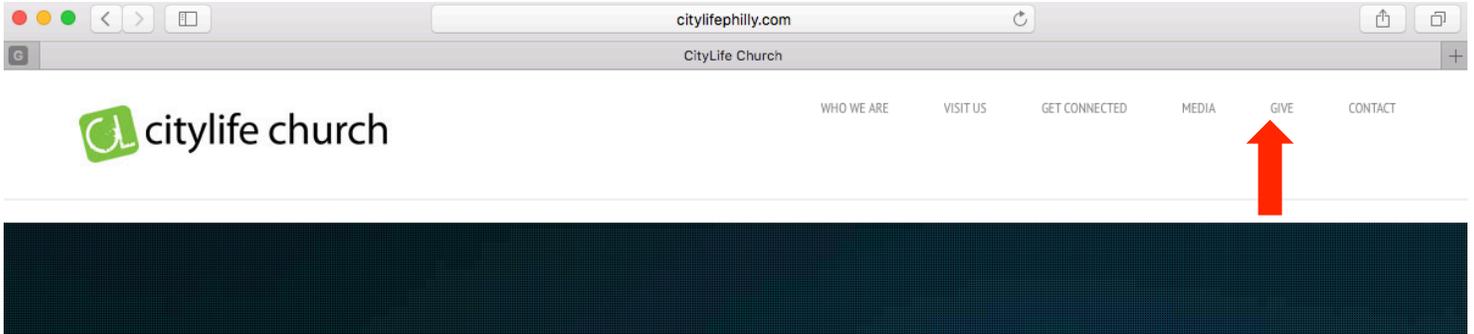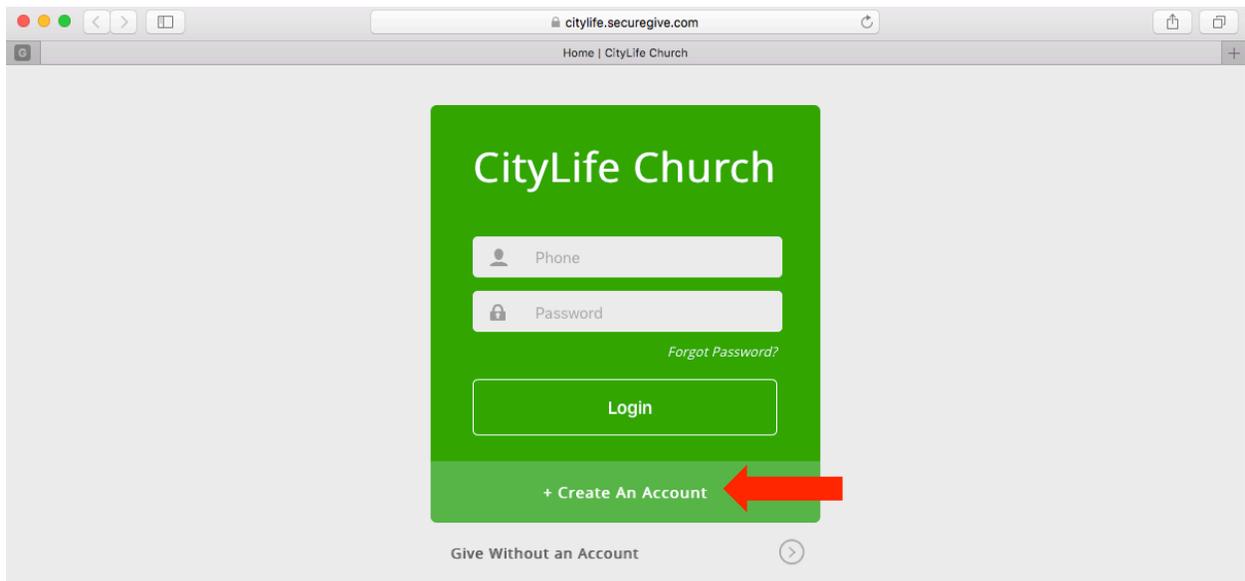# How to Setup New Giving

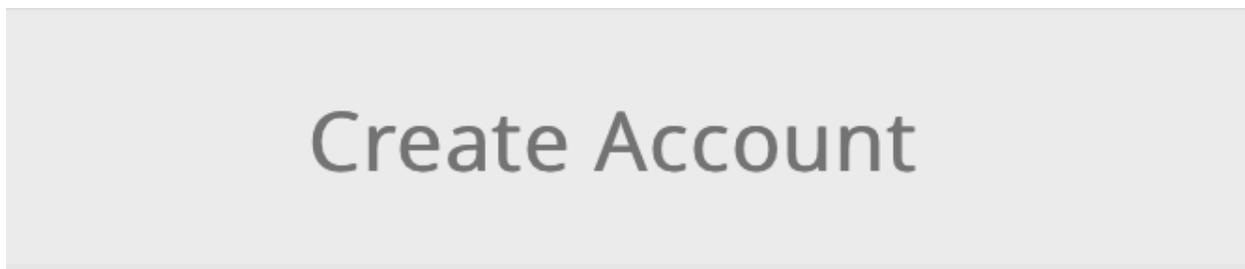Giving on our website is easy, fast, and secure. To give, follow these easy steps:

Go to our website citylifephilly.com and click on the "Give" tab.

Click on the blue link to proceed to our secure giving site.

If you already have an account you can login. If not, you can click the "Create An Account" button.

You will be prompted to input your phone number, which will serve as your username for your account. If we have your phone number in our database (from previous giving or from what you told us on a connection card) it will display a list of names that are associated with that phone number. Choose your name if it appears or select "New Account." If we do not have your information, you will simply be moved on to the next step.

citylife church

You will be prompted to fill in your address and profile information to create an account. If your phone number was recognized, your personal information will be auto-filled with what we have in our database. If we do not have your phone number then the form will be blank.

To finish making your account, create a password at the bottom of the page and click "Create."

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To make a donation, follow these 3 steps: First, click on the type of transaction you want to make.

Make A Donation

1 — 2 — 3

Select Transaction

(●) One Time Donation   ( ) Recurring Donation

NEXT >

Second, type in the amount that you would like to designate into each of CityLife's funds. You may include a note if you wish. Then click "Next."

Make A Donation

1 — **2** — 3

Enter Amounts

Donation (non attenders)	0.00
Tithes/offerings (attenders)	10.00
Missions	10.00
CityLife Worship EP *Thanks for purchasing the new CityLife Worship EP! Cost is $5.00. Enjoy!*	0.00
CityLife Kids Breakaway Retreat	0.00

Total $20.00

⊗ Include A Message

Weekly giving.

< BACK   **NEXT >**

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Third, setup the billing information.

If you selected "Recurring Donation" in step 1, select the frequency and the start and end dates of your giving on the top of the page. If you selected "One-Time Donation," this section will be left blank.

Next, complete the Billing Information at the bottom of the page.

After you fill in the Billing Information, click "Submit."

After clicking Submit you will be viewing the "Manage Recurring Transactions" screen. You can view all of your Recurring donations here, as well as add more by clicking on the "Create Recurring Transaction" button.

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To edit your recurring gift, click on the pencil symbol under "Actions" in the list. To delete a transaction, click the trash can symbol under "Actions."

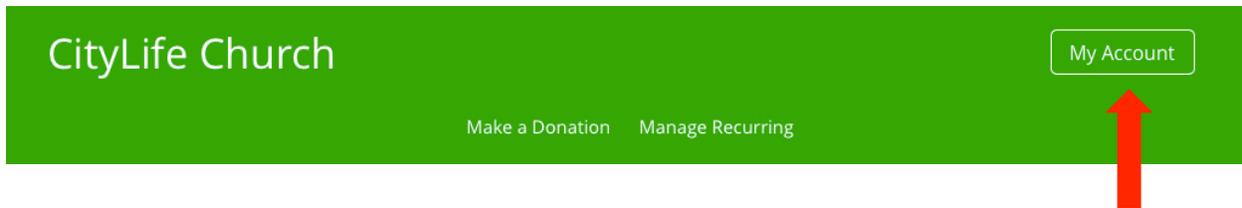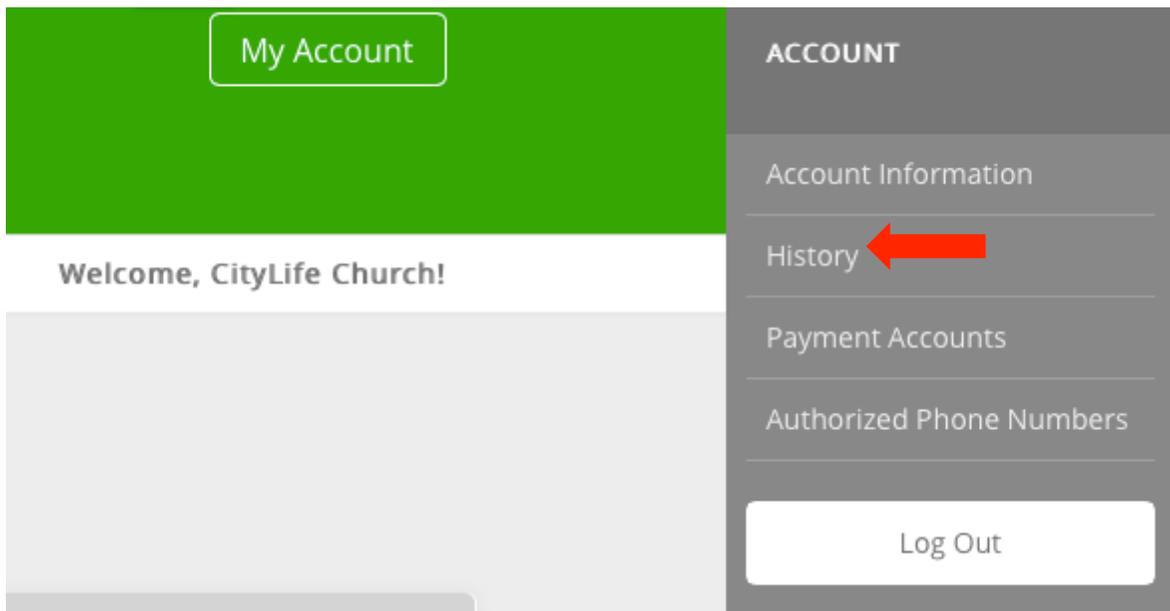To get back to this page from another place on the site, click on the "Manage Recurring" button on the page header.

Continue reading for details about Transaction History _____
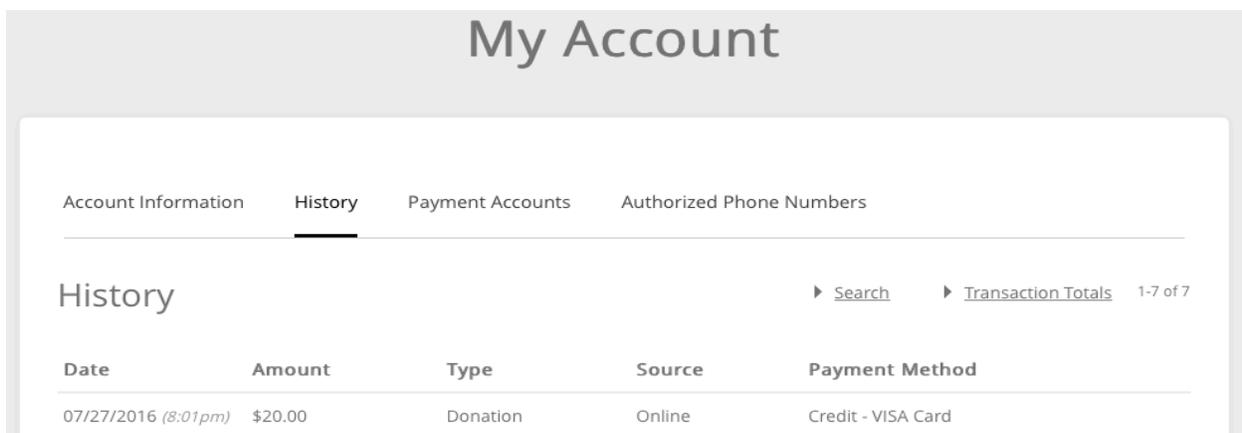
Transaction History

To view your transaction history (all of the donations you have given), click on the "My Account" button in the header.
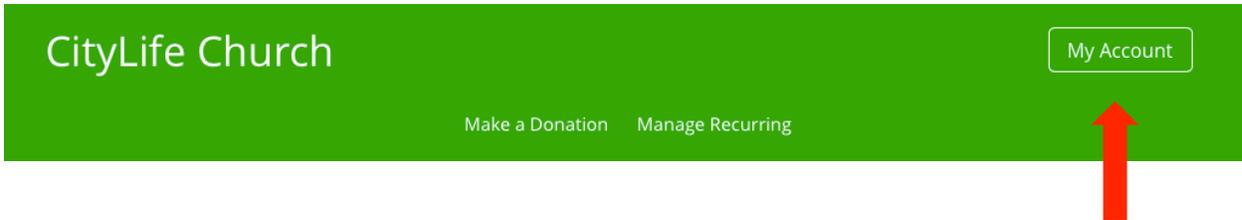

A gray Account toolbar will appear. Click "History."

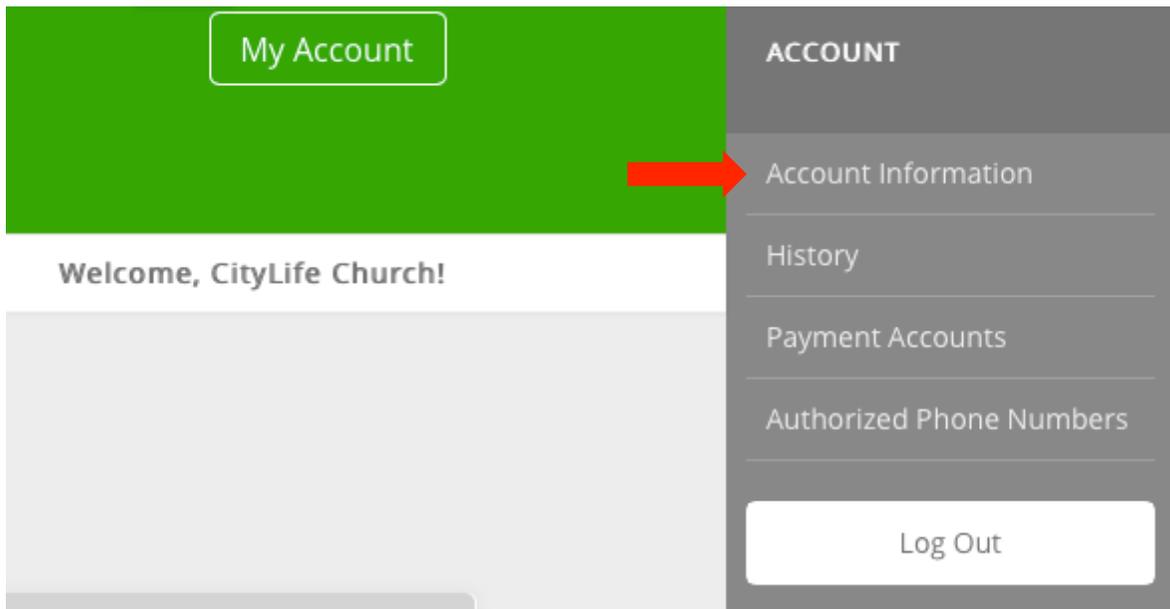This screen will list all of your scheduled donations and prior transactions.

Continue reading for details about your Account Profile _____

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Account Profile

To view your profile with your address, email, and phone number, click on the "My Account" button in the header.

A gray Account toolbar will appear. Click "Account Information."

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You can update your information or change your password on this page.

Thank you so much for setting up your new online giving profile at CityLife Church!