

Messiah Lutheran Church Online Giving Instructions

1. Open Web Browser (Internet Explorer, Google Chrome, Firefox, etc.)
2. In the address bar type: www.messiahlutheranmqt.org
3. After the Messiah Lutheran Church website is visible, select **Give** on the black portion of the web page, and then **Online Giving**.
4. A new Messiah Lutheran Church web page will open with the option to Give Online. Select the Green **Give Online** button.
5. The Messiah Lutheran Church online giving account is now visible!
6. Select Login/Create Profile (It is not necessary to select this option in order to give.)
7. Enter the dollar amount of the contribution in the desired account.
8. In the **Donation From** area choose: **checking, savings, or credit/debit card**
9. In the **Frequency** area choose: **One Time, Weekly, or Monthly**
10. In the **Start Date** area type in the date.
11. Select the **Next** button.

A new web page will load requesting Donation Information. Follow the prompts on the screen by entering name, address, credit card, checking account, or savings account information, as well as other requested information.

PLEASE NOTE, THE RED ASTERISKED ITEMS MUST BE ENTERED IN ORDER TO PROCESS THE CONTRIBUTION. THOSE ITEMS NOT ASTERISKED ARE OPTIONAL.

12. Finally, toward the bottom of the page, a password can be entered and saved if future giving is planned, but is not required. Select the **Next** button to continue the process.
13. A new page will display “**Please Confirm the Following Information**”. Review and confirm the information entered for accuracy. If the information is correct, select the **Process** button. If the information is not accurate, select the **Back** button to make the correction and follow the steps above.

A confirmation email will be sent if an email address was provided on the Donation Information page. Please contact the church office if you have any questions.