

Shelby Giving Guide



Instructions for Giving on Shelby Portal

One Time Gift

1. Click "Giving portal" on the LCC website or visit <https://www.shelbygiving.com/Giving/lcc>.
2. For a one time gift, continue under the "Give now" tab and begin filling out the form.
3. Click the drop down menu and select a fund (for tithe, select "General").
4. Type out the specific amount you would like to give.
5. Skip the "recurring gift" box (selecting the "recurring gift" option will take you to a different screen to create an account).
6. Select your method of giving (i.e., credit card or bank account).
7. Enter your payment information.
8. Enter your billing (contact) information.
9. Leave the box "checked" to cover the 2.6% processing fee for using this service or "uncheck" the box and we will cover the fee from your gift.
10. Review total.
11. Click "Submit" and you're finished!
12. After you text to give, a confirmation will be sent to your phone.

Setup Recurring Gift

1. Click "Giving portal" on the LCC website or visit <https://www.shelbygiving.com/Giving/lcc>.
2. Select the "Sign in" tab. (You may also click the "recurring gift" box)
3. If this is your first time giving to LCC via text, click "register for an account."
4. Fill out the appropriate contact information.
5. If using email, click "Register" when complete. Now skip to step 8.

6. If using phone, click "Text secure PIN" when complete.
7. Enter PIN.
8. Click "Register." You should be signed in and returned to the donation screen.
9. Click the drop down menu and select a fund (for tithe, select "General").
10. Type out the specific amount you would like to give.
11. For a recurring gift select the box and complete the frequency, number of gifts, and start date information.
12. Click "Submit" and you're finished!
13. Each time you give, a confirmation will be sent to either the email address or the phone number you provided when you registered your account.