



# **ONLINE GIVING**

### FIRST TIME TO DONATE USING THE NEW PLATFORM

- 1. Sign in to <a href="www.oliveknolls.com">www.oliveknolls.com</a>
- 2. Scroll down the page and click on the "Secure Give Online Giving" tab
- 3. On the next screen, click on the "click to donate" button
- 4. Click to Sign up on the top right of the next screen
- 5. Enter your name, address, phone, email, password, then click "sign-up"
- 6. Enter your credit or debit information
- 7. Make a donation: Enter the amount you wish to donate into the box on the right side of the page that coincides with the ministry to which you are donating
- 8. Indicate at the bottom if you are making this a "One Time" or "Recurring" donation.
- 9. Please Note: If you are making a donation to a different "fund" and choose "Specials" please indicate in the note section on the next page what you are donating to.

## SUBSEQUENT DONATIONS ONLINE

- 1. Follow the first three steps from above
- 2. Click "Sign-In" on the top right side of the page
- 3. Enter your email address and password (the system will remember what you had entered previously)
- 4. Follow steps 7 9 listed above

## **ATTENTION RECURRING GIVERS**

Please take steps immediately to make changes to your recurring giving.

## **TEXT GIVING**

### FIRST TIME TO DONATE USING THE NEW NUMBER

- 1. Enter the new text-to-give number in your phone: 661-464-1110
- 2. Enter the keyword space and the amount you wish to donate. Example: If your keyword is Retreat and you would like to donate \$5, you would text: Retreat 5
- 3. Keywords If you do not know the keyword, type "keyword" and the system will reply with the available selections
- 4. You will receive a text containing a link to login or create your SecureGive account
- You will be asked to save your default payment information for text giving, then the system will confirm your donation and you will receive an email receipt
- 6. You might want to save the number in your contact list as Text Giving so that you can pull it up easily each time

## SUBSEQUENT DONATIONS BY TEXT

1. The only time you should have to enter your login or card information from your device is the first time you donate through SecureGive Text Giving. (If you previously set up your log-in information on your computer, you may log into the text to give with the same email and password.) After your first transaction, your SecureGive account and credit card information will be recognized automatically and you will simply reply Y to confirm your transaction. You will receive a text and an email receipt.