Lake Street Church of Evanston
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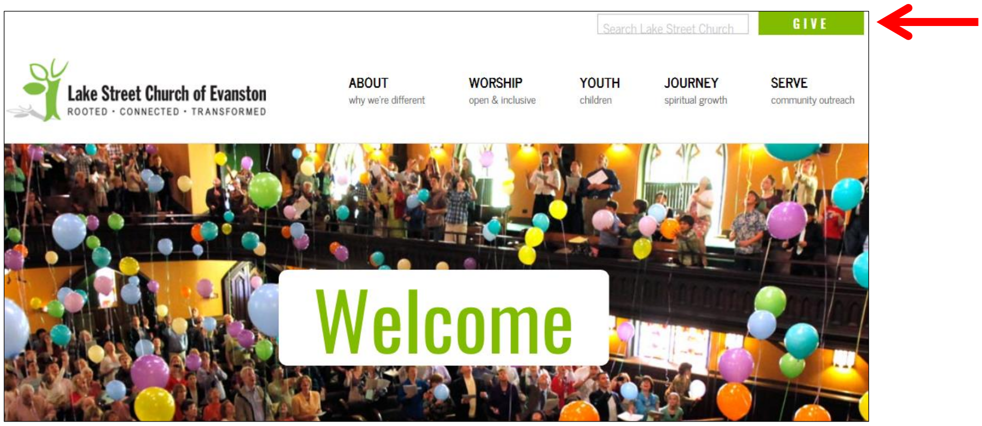
Setting Up Automatic Pledge Contributions

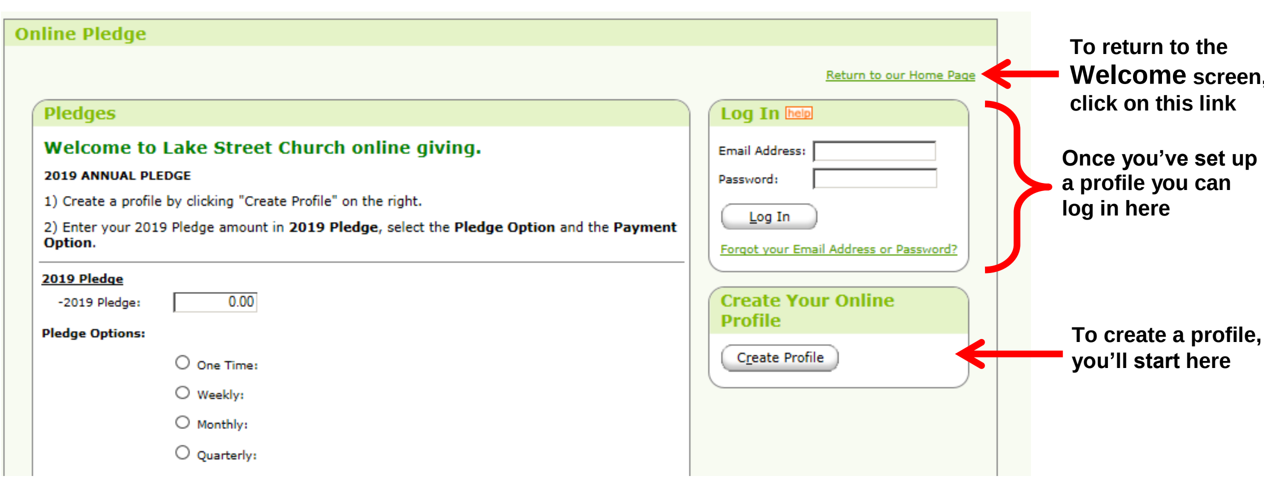
Setting up a schedule of automatic contributions on the Lake Street Church Website will save you time, energy, and hassle over the coming year. And it will help the church, by providing the steady stream of income needed to pay our steady stream of bills.

To automate your pledge contributions – and not have to think about your pledge for the rest of 2019 – follow the instructions below.

1. At your computer, open your Internet browser and visit the church's Website: www.lakestreet.org.
2. When the LSC **Welcome** screen is displayed, locate the **GIVE** button and click once on it:



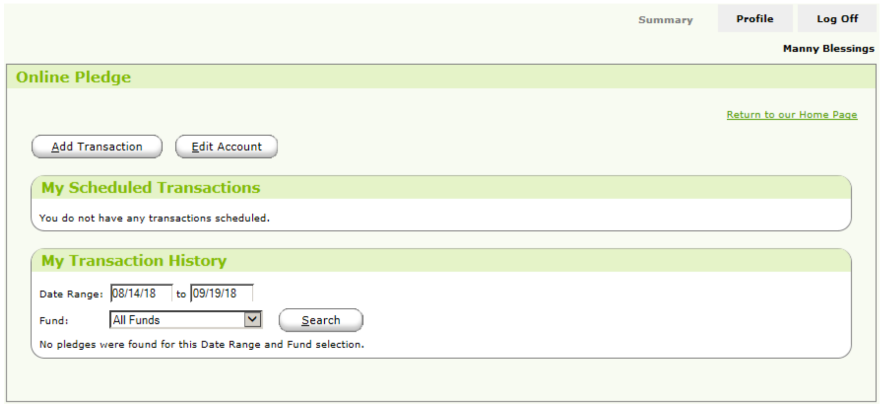
3. The **Online Pledge** screen is displayed. To continue setting up automated payments, a donor must have created a "profile" – i. e., provided contact information and a password. If you've already created a profile, proceed to Step 3A, below. If you need to create a profile, skip to Step 3B.



(Continued)

A. If you've already created a profile –

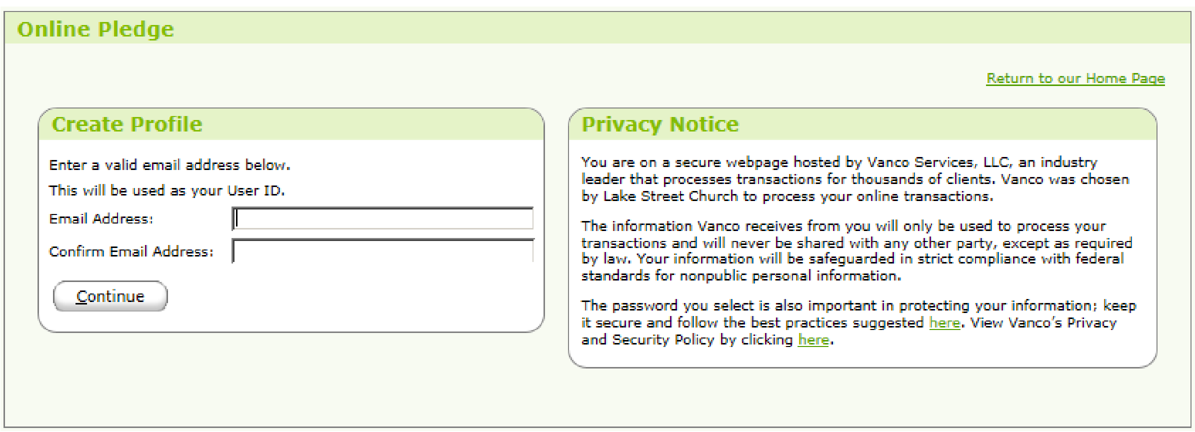
1) On the **Online Pledge** screen, type your e-mail address in the **Email Address** box.
2) Type your password in the **Password** box.
3) Click once on the Log In button (or press **Enter**). The **Contributor Summary** screen is displayed:



4) Skip to Step 4.

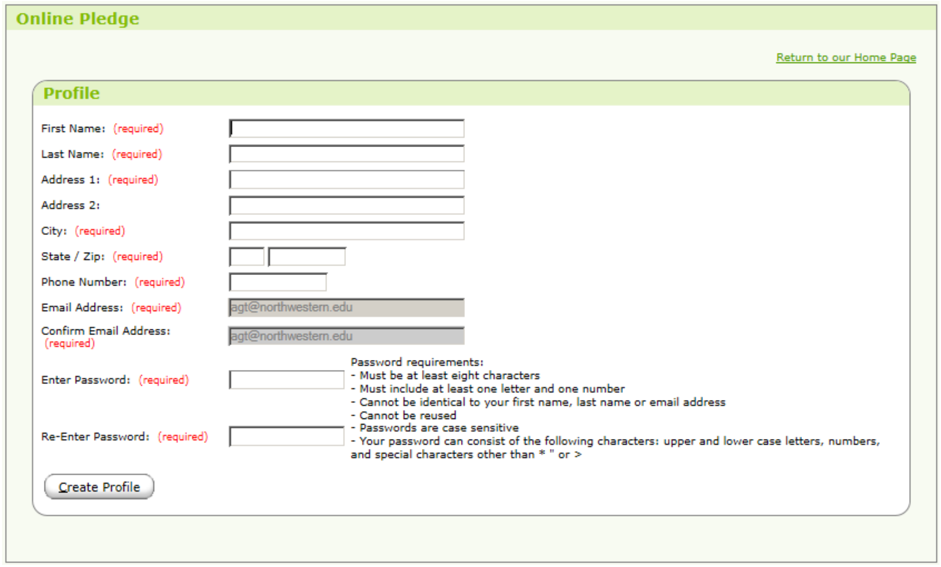
B To create a profile –

1) On the **Pledge** screen, click once on the Create Profile button. The **Create Profile** screen is displayed:



2) In the **Email Address** box, type your e-mail address, taking care to be exact.
3) In the **Confirm Email Address** box, type your e-mail address again.
4) Click once on the Continue button. If you typed your e-mail address correctly both times, the **Contributor Profile** screen soon will be displayed.

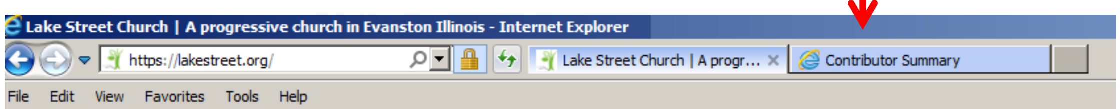
5) On the **Contributor Profile** screen, type your name and contact information in the applicable boxes:



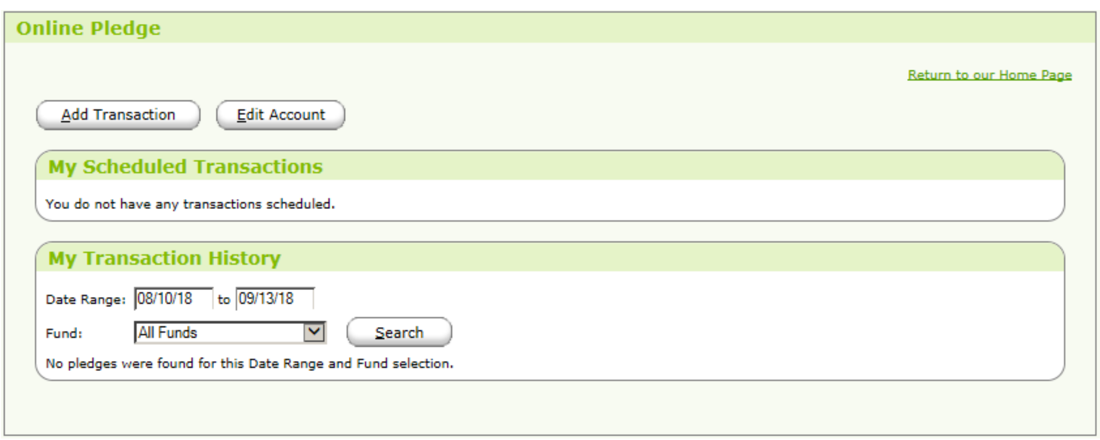
- For **Phone Number** type just numbers, no dashes or parentheses.
- **Confirm Email Address** is asking for a visual check. If you see an error in your e-mail address, click on Return to our Home Page and re-type it. Then return to this screen by clicking on Continue.
- Decide on a password – the requirements are listed on the screen – and type it in the **Enter Password** box, then the **Re-Enter Password** box.

6) After seeing that all of the information on this screen is correct, click on Create Profile.

Note: The title of the **Contributor Summary** screen is shown only on a tab at the very top of the window:



4. The **Contributor Summary** screen is displayed, offering the choices of adding a "transaction" – meaning setting up a new payment schedule – or reviewing and editing an existing schedule, if one exists.



To set up your donation schedule for 2019, click on Add Transaction.

5. The **Pledges** screen is displayed, showing the options for scheduling and funding your contribution(s):

   A. In the **2019 Pledge** box, type the total amount of the pledge you wish to make for 2019.

   B. Under **Pledge Options**, first specify the frequency of your on-line pledge contribution(s). After you have chosen an option, this screen will change to accommodate your choice.

   C. Choose any other date-related options. If , in 5B, you selected –

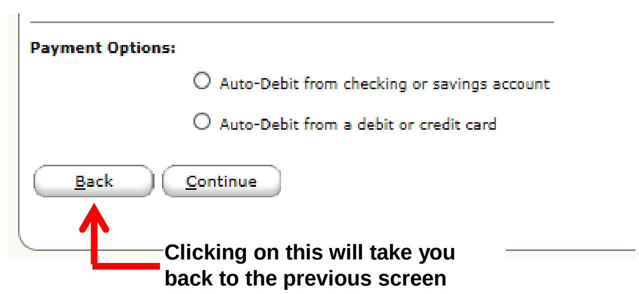
   One Time, specify the month and time of month for your payment.

   Weekly, specify the weekday on which each payment is to be made.

   Monthly, specify the time of month when each payment is to be made.

   Quarterly, specify the month when the first quarterly payment is to be made, as well as the time of month each payment should be made.

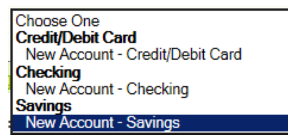
   D. At the bottom of this screen is a **Payment Options** area, where you can choose the source of your payment(s): a checking or savings account, or a debit or credit card. Click to select one, and then click on Continue.



If you selected "Auto-Debit from checking or savings account":

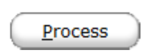
1) This screen will be displayed. By default, the **Account** box indicates that contributions should be made from your checking account.

If you want your payments to come from a savings account, instead, click on the drop-down-menu arrow to see a list of options. Then click on **New Account – Savings**.



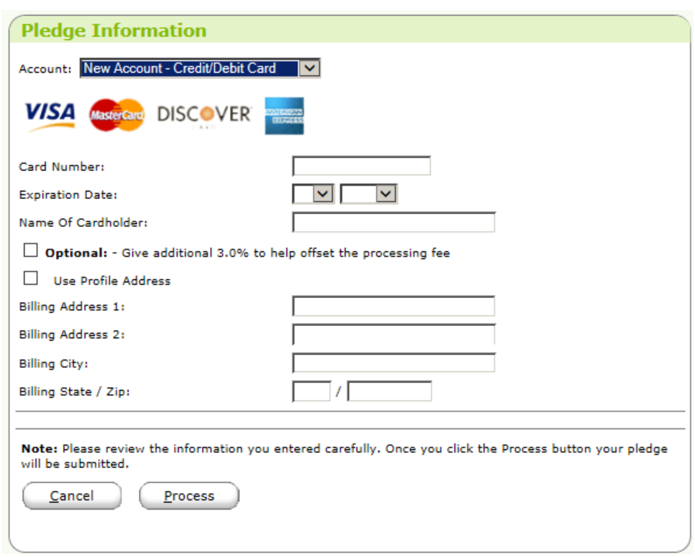
2) In the **Routing Number** box, type your bank's routing number (see example at top); your checking and savings accounts might have different routing numbers.

3) In the **Account Number** box, type your checking or savings account number, as applicable.

4) After reviewing the information for accuracy, click on the  button.

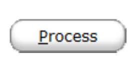
If you selected "Auto-Debit from a debit or credit card":

1) This screen will be displayed. **New Account – Credit/Debit Card** is already selected. Enter your card number, expiration date, and the name printed on your card (in upper, lower, or mixed case).



2) The church will be charged a fee for this transaction, and you are offered the option of helping cover it by giving an additional 3%. To do so, check the **Optional** checkbox.

3) If the address for your credit or debit care is the same at the one in your **Contributor Profile**, check the **Use Profile Address** checkbox. Otherwise enter your street address (not including your name).

4) After reviewing the information for accuracy, click on the  button.

Additional Information

1. Moving back and forth between screens can require you to re-enter your e-mail address and password repeatedly. It will be worth taking an extra few seconds on each screen to make sure you've entered correct information the first time.

2. Do not click on your Internet browser's backward/forward arrow buttons – . Doing so is likely to take you out of the **Online Pledge** system, and you'll have to log in again.

3. Stay on task until you're done. The inactivity period allowed before you are "timed out" of the system is fairly brief.

4. The donation-summary information provided at the right of some screens can be helpful.

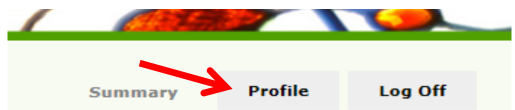
5. If you forget your e-mail address for this system, contact the office at 847-864-2181 and talk with the Office Administrator.

   If you forget your password, you'll have to create a new one. In the **Log In** corner of the **Pledges** screen, click on the Forgot your Email Address or Password? link. Enter your e-mail address, then click on Reset Password button. You'll soon be sent an e-mail with a temporary new password.

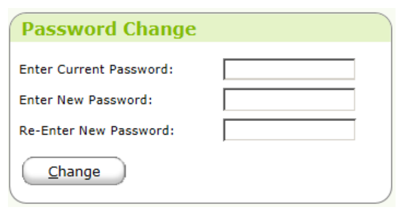
   To change the temporary password to one of your own choosing –

   A. Log in with the temporary password.

   B. On the **Contributor Summary** screen, click on the **Profile** tab at the top, right.

   C. In the **Password Change** area of the **Contributor Profile** screen:

   1) For the **Current Password**, type the temporary password that you just used to log in.

   2) Decide on a new password, following the same rules as before. A password –

      - Must be 8 or more characters long.
      - Must include at least one letter and one number.
      - May not be identical to your first name, last name, or e-mail address.
      - May not have been used as a password previously in this application.
      - May be in upper, lower, or mixed case; you will have to remember case when you log in.
      - May not include any asterisks (*) or greater-than signs (>).

   3) Type it in the **Enter New Password** box and again in the **Re-Enter New Password** box.

   4) Click on the Change button.