



Instructions for myAgape Online

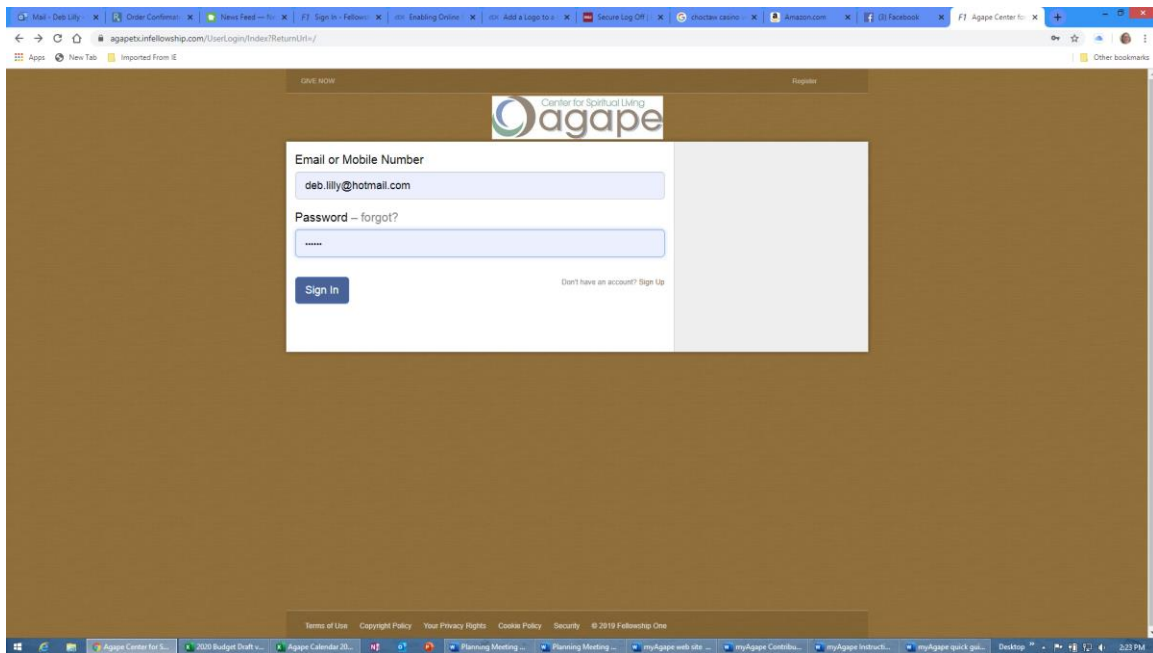
Create Your myAgape Profile

To create your myAgape profile, log in to the Agape web site:

<http://www.agapespiritualcenter.com/>

Select the "myAgape OnLine" tab along the top.

This will take you to a screen that looks like this:



Select "Register" at the top right or select "Sign Up". This will take you to a screen that looks like this:

The screenshot shows a web browser window with the URL agapeinfellowship.com/UserLogin/New?ReturnUrl=%2F. The page features the Agape logo at the top center. Below the logo is a registration form titled "Your Information". The form includes the following sections:

- Your Information:** Fields for "First Name (required)" and "Last Name (required)".
- Account Information:** Fields for "Login Email (required)", "Password (required)", and "Confirm password (required)".
- Security Check:** A CAPTCHA image showing the characters "YDUAS" and a field for "Retype the characters from the picture (required)".

At the bottom of the form is a blue button labeled "Create an account" and a smaller "Cancel" link. The browser's taskbar at the bottom shows several open tabs, including "Agape Center for S...", "2019 Budget Draft v...", "Agape Calendar 20...", "Planning Meeting...", and "myAgape web site...".

Enter your first name, last name, email address, password and security check characters.

After selecting "Create and Account" you'll get this screen:

The screenshot shows the same web browser window, but the URL is now agapeinfellowship.com/UserLogin/New. The page displays the Agape logo and a message titled "Activate your account...". The message reads: "We've sent a verification email to d_j_tate@hotmail.com. This email contains a link that you'll need to click to activate your account. If you don't immediately receive your email, wait a few minutes or check your junk email folder." Below this, it says "If you didn't receive your verification email, you can re-send verification." and provides a "Return to login" link. The browser's taskbar at the bottom shows the same set of tabs as the previous screenshot.

You'll get an email like this:

Welcome to Agape Center for Spiritual Living
email@fellowshipone.com

Sun 11/3/2019 2:28 PM

Thanks for your interest in creating an account with Agape Center for Spiritual Living.

Please keep this e-mail for your records. Your account information has been saved and encrypted in our database.

Should you forget your password you can request a new one which will be activated in the same manner as this account.

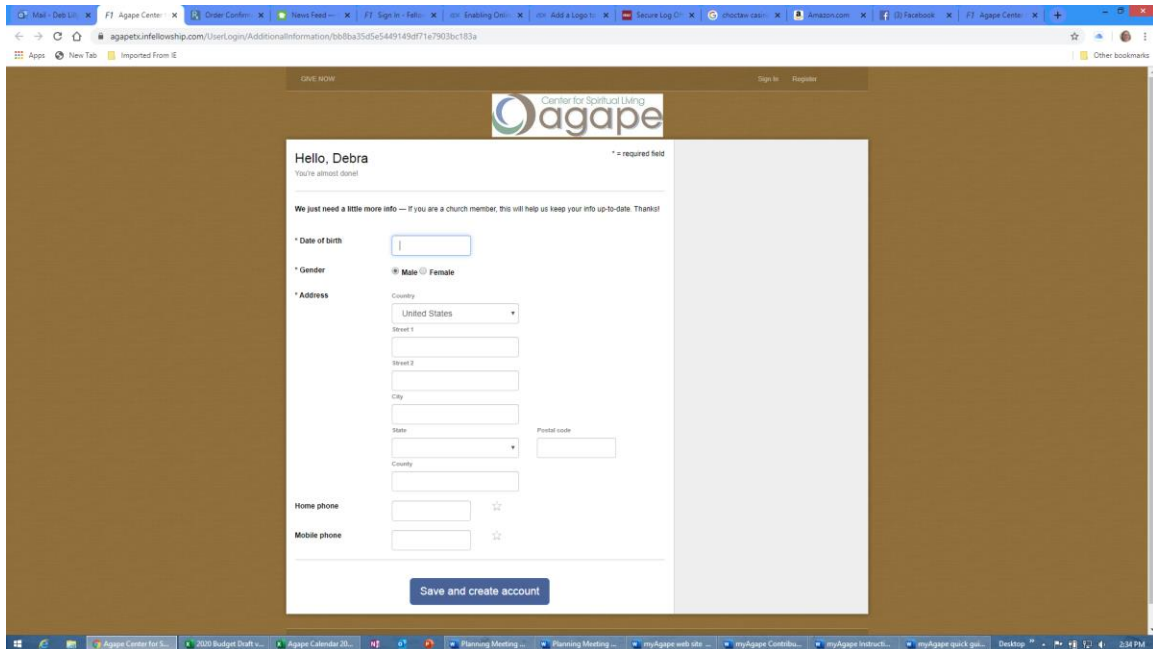
Your account is currently inactive. You must activate your account by navigating to the address below before you can use it.

<https://agapetx.infellowship.com/UserLogin/Activate/bb8ba35d5e5449149df71e7903bc183a>

Thank you for registering.

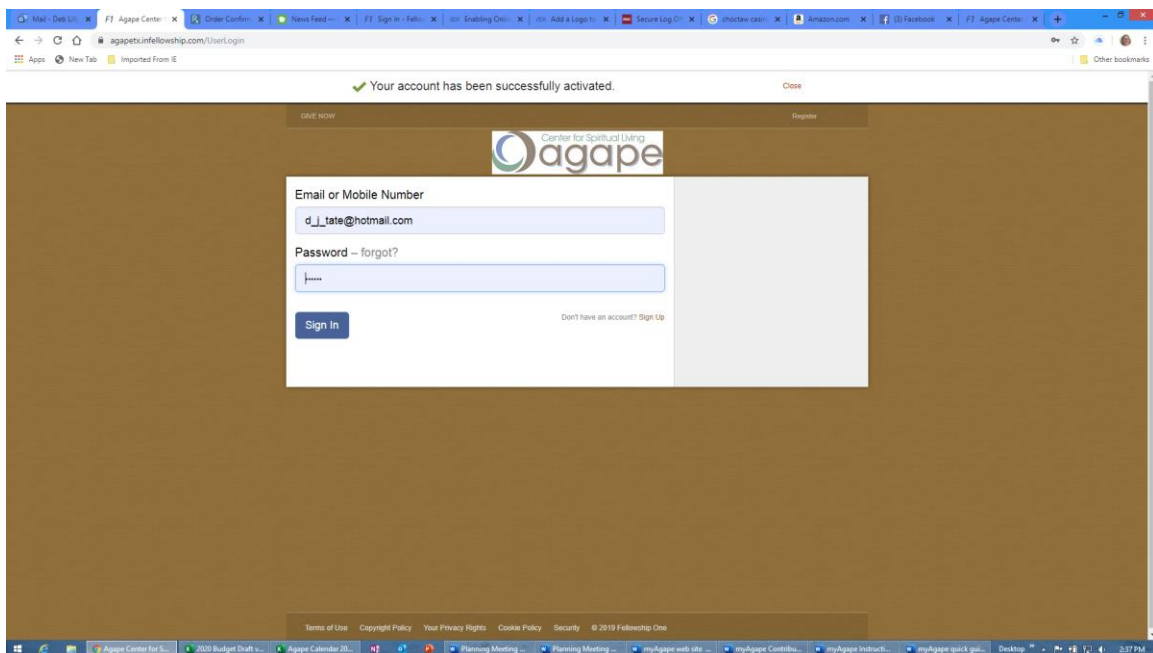
Select the link to activate your account.

You'll be taken to this screen:



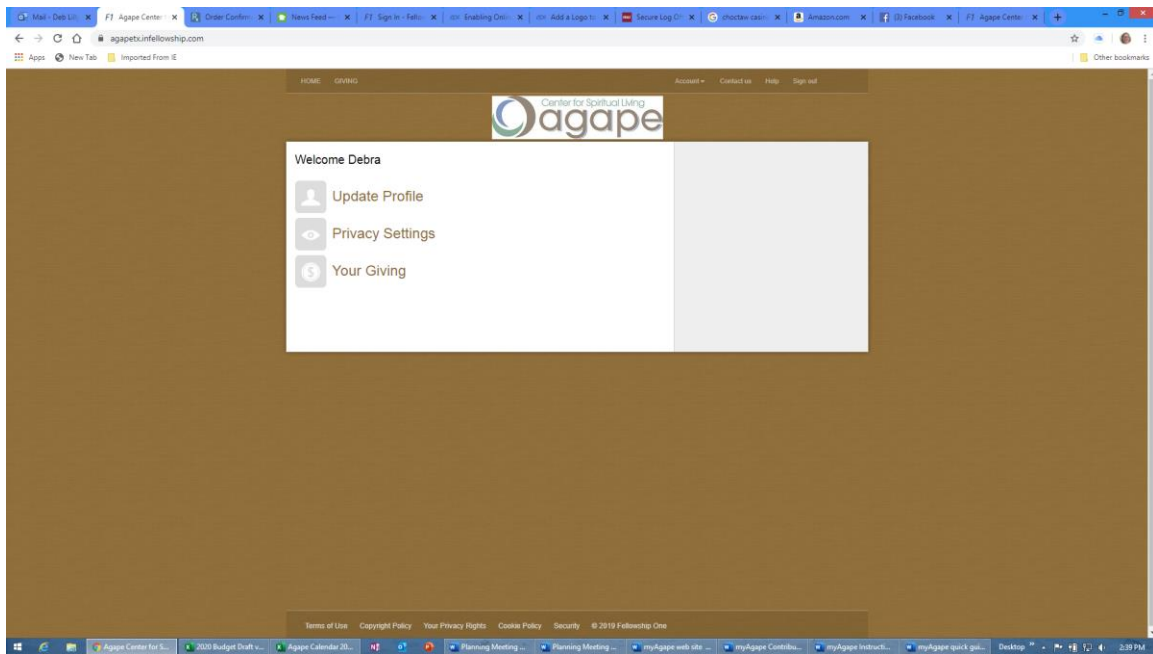
Enter your date of birth, address and phone number. Select "Save and Create Account".

You'll be taken to this screen where you can login:



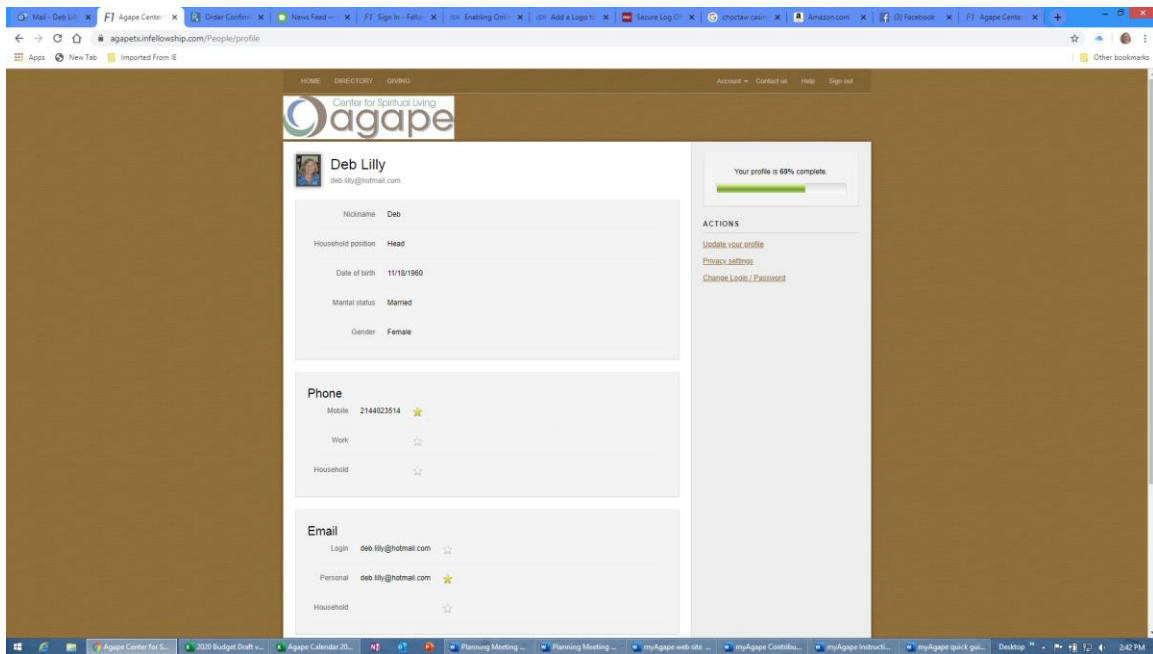
Enter your email address and password. Select "Sign In".

You'll be taken to this screen:



Update Your Profile

Select "Your Profile". This will take you to a screen that looks like this:



Select "Update your profile" on the right side to:

- Update your Phone Number
- Update your Email
- Update your Address
- Load your picture

Update Your Privacy Settings and Opt in to the Church Directory

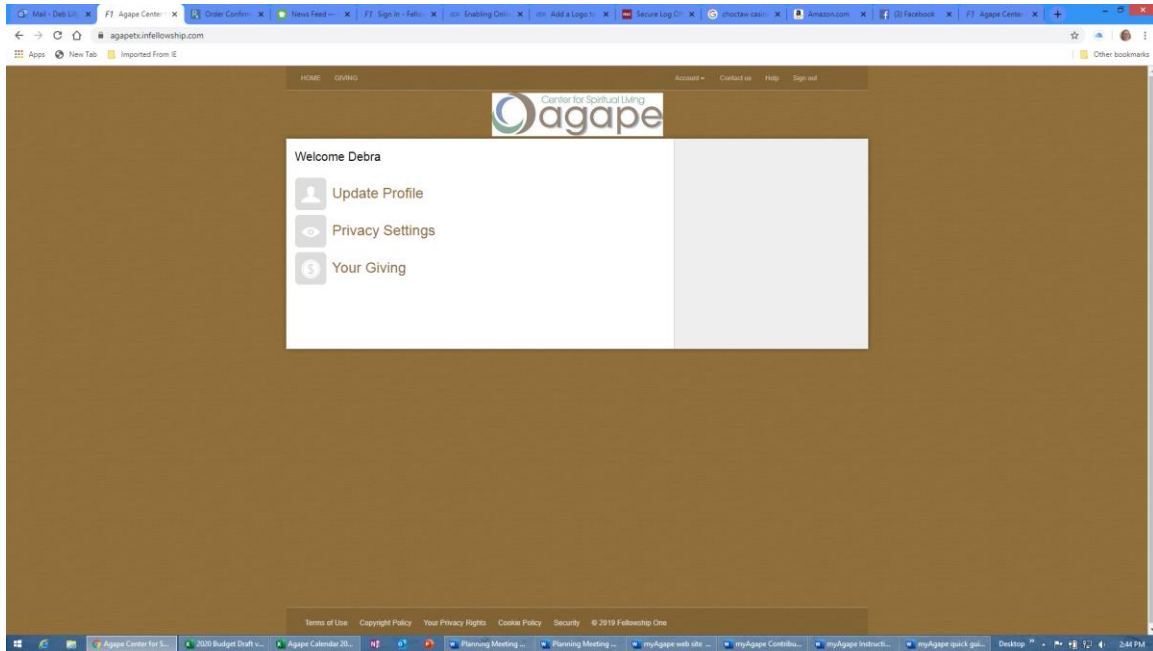
Select "Privacy settings" to set what information others can see about your profile.

Also, under Privacy settings you can opt into the church directory. Check the box "Include me in the church directory" at the bottom of the page. If you do not opt into the directory, you can not see other community members/attendees profiles and they can't see your profile. You will not see the "Church Directory" option on your home page under Privacy Settings.

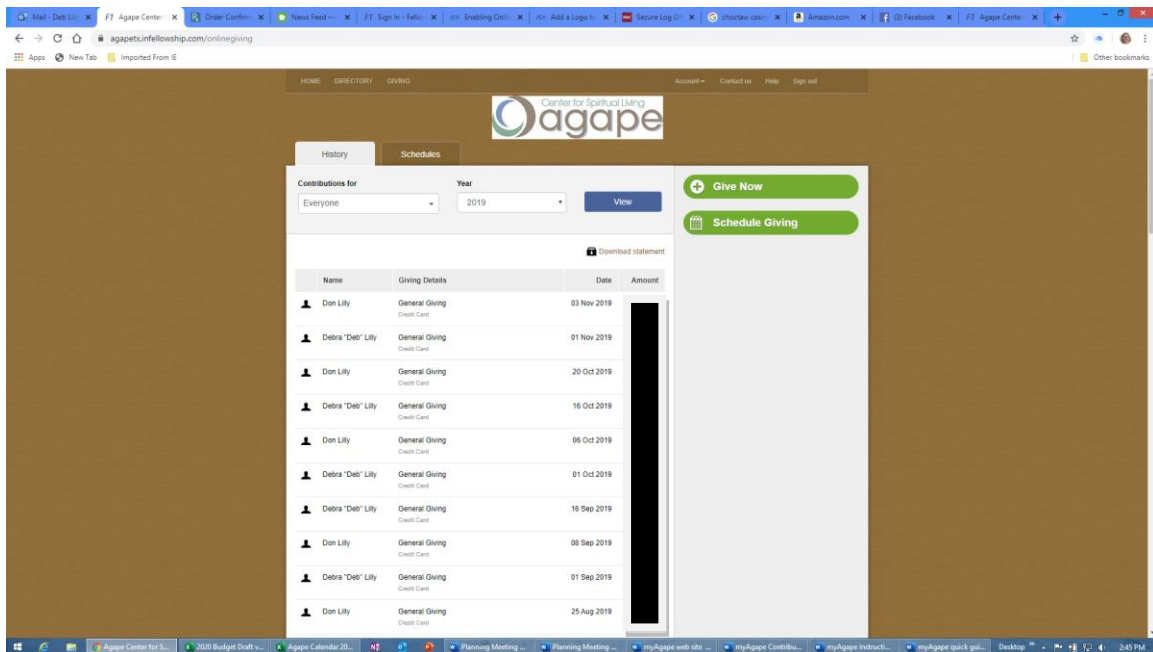
Don't forget to save your settings anytime you make any updates.

Getting Your Contribution Statement

To view and print your contribution statement, select "Your Giving" from your home screen which looks like this:



This will take you to a screen that looks like this:

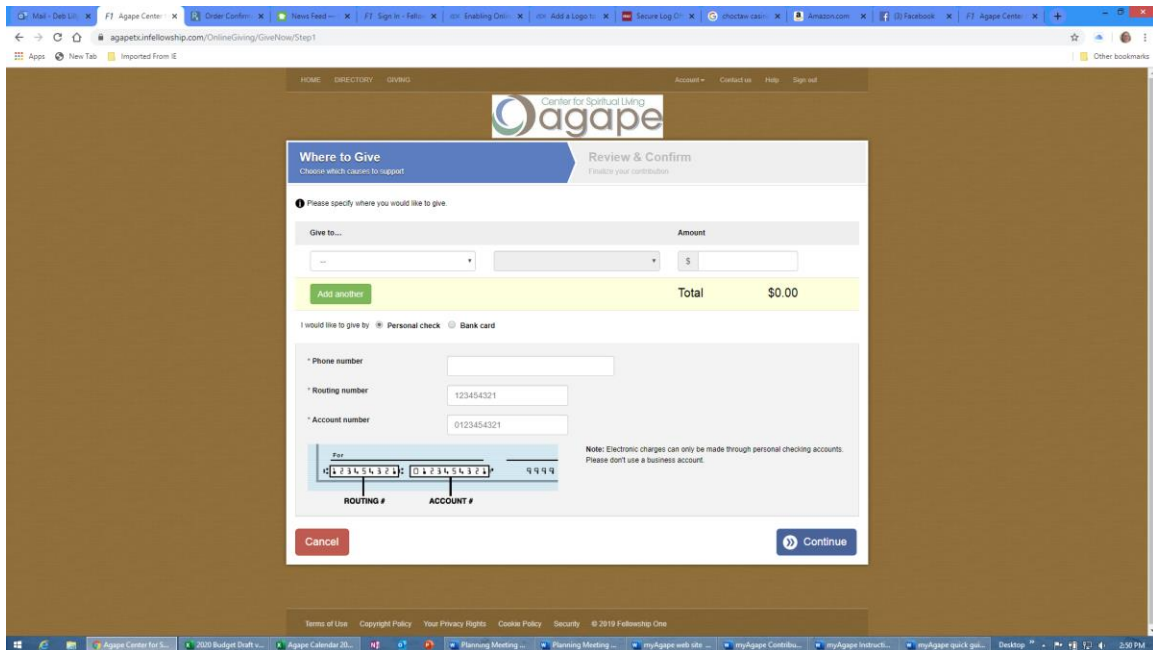


You will see all of your contributions for that year. You can select "Download Statement" which will open a PDF version of your contributions that you can then print.

Setting Up Online Giving (One Time)

Select "Your Giving" from the home page.

Select "Give Now" on the right. This will take you to a screen that looks like this:

The screenshot shows a web browser window displaying the Agape Center for Spiritual Living's online giving page. The page is titled "Where to Give" and "Review & Confirm". It features a navigation menu at the top with "HOME", "DIRECTORY", and "GIVING". The main content area is divided into two sections: "Where to Give" and "Review & Confirm". In the "Where to Give" section, there is a dropdown menu for "Give to..." and a text input for "Amount". Below this is a green "Add another" button and a "Total" of "\$0.00". The "Review & Confirm" section has two radio buttons for "Personal check" (selected) and "Bank card". Below these are input fields for "Phone number", "Routing number" (123454321), and "Account number" (0123454321). There is also a "Fax" field and a "Note" about electronic charges. At the bottom of the form are "Cancel" and "Continue" buttons. The browser's address bar shows the URL "agapecenter.org/OnlineGiving/GiveNow/Step1".

At the top of the screen you select which fund you want the money to go to. Usually you'll select "General Giving".

Enter the amount.

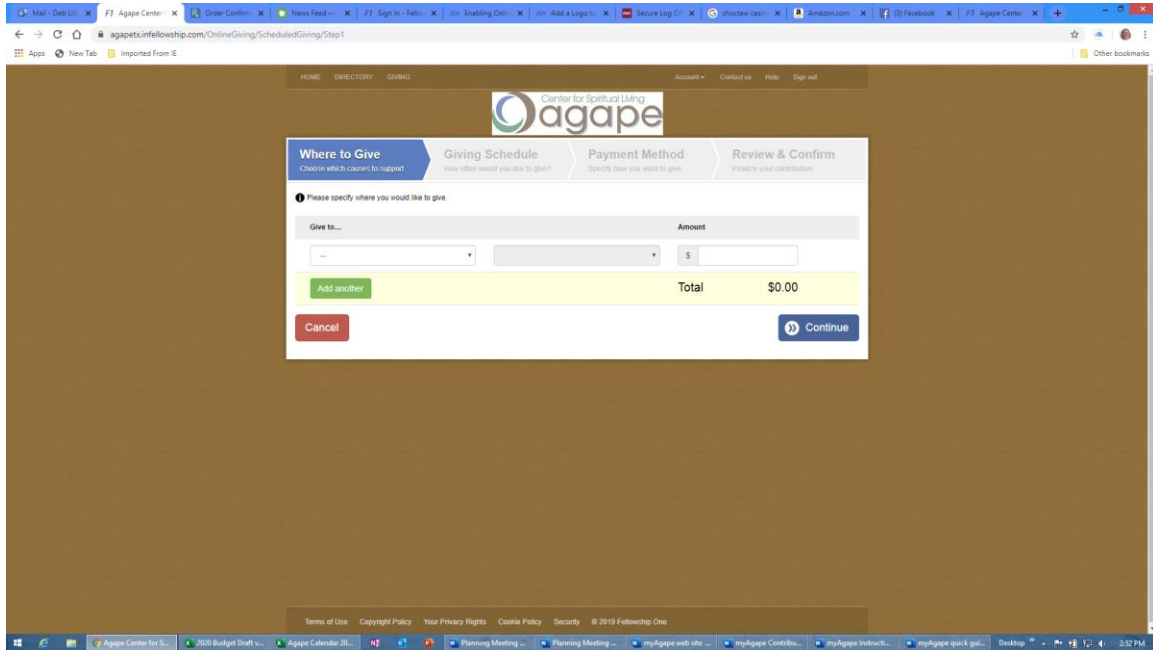
In the middle of the screen, you select if you want to give my Check or Credit Card.

Then you fill in the appropriate Check or Credit Card information.

Setting Up Online Giving (Recurring)

Select "Your Giving" from the home page.

Select "Schedule Giving". This will take you to a screen that looks like this:



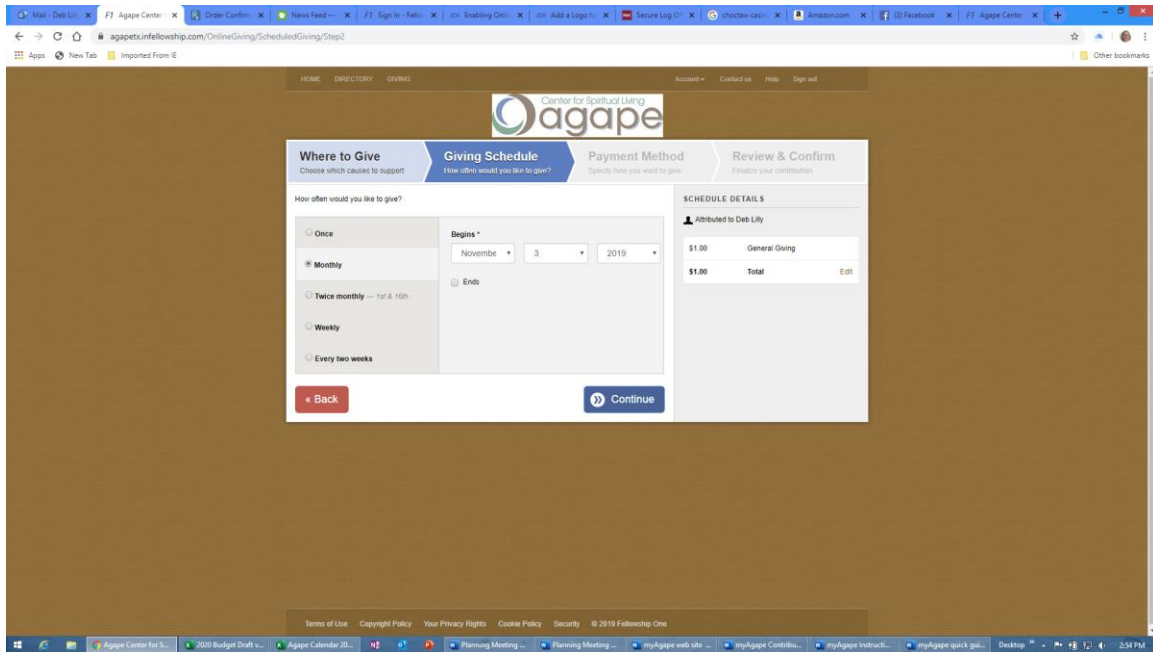
The screenshot shows a web browser window displaying the Agape Center for Spiritual Living website. The page is titled "Where to Give" and is part of a multi-step process for setting up online giving. The steps are: "Where to Give", "Giving Schedule", "Payment Method", and "Review & Confirm". The "Where to Give" step is currently active, and it prompts the user to "Please specify where you would like to give." Below this prompt, there is a form with a "Give to..." dropdown menu and an "Amount" input field. The "Amount" field is currently set to "\$0.00". There is also a green "Add another" button and a blue "Continue" button. The page footer includes links for "Terms of Use", "Copyright Policy", "Your Privacy Rights", "Cookie Policy", and "Security", along with the copyright notice "© 2019 Fellowship One".

Select the fund you want the money to go to. Usually you'll select "General Giving".

Enter the amount.

Select "Continue"

You'll be taken to this screen:

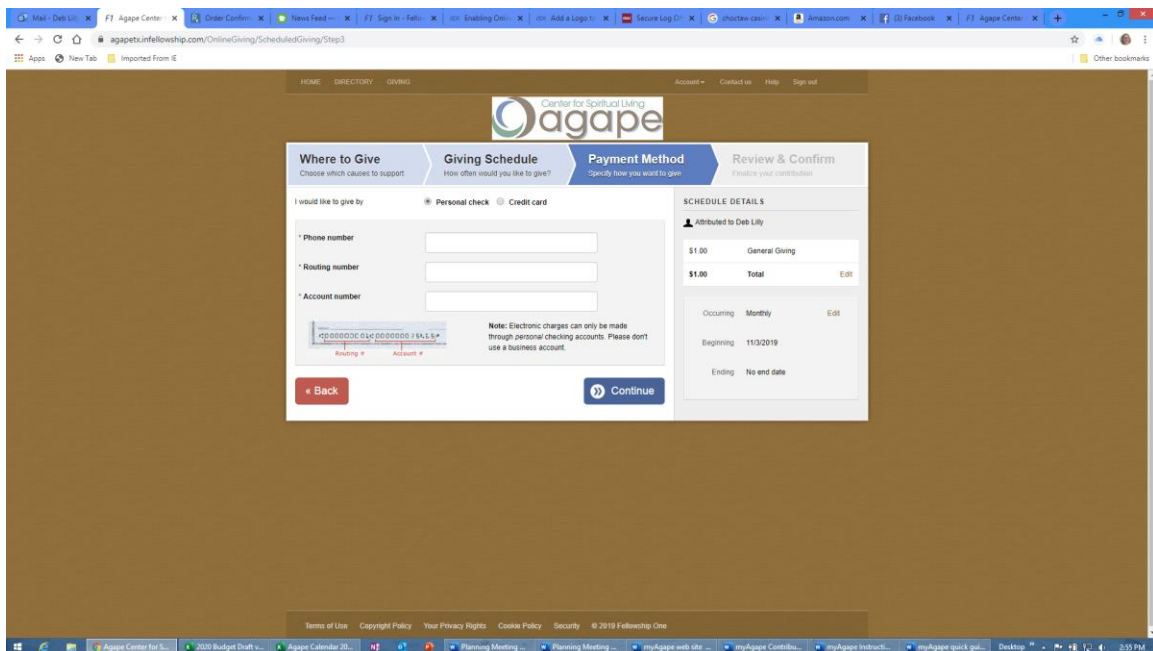


Select the frequency.

Select the start date.

Select "Continue".

You'll be taken to this screen:



Select if you want to give by Personal Check or Credit Card.
Fill in the information.

Then you'll be taken to this screen:

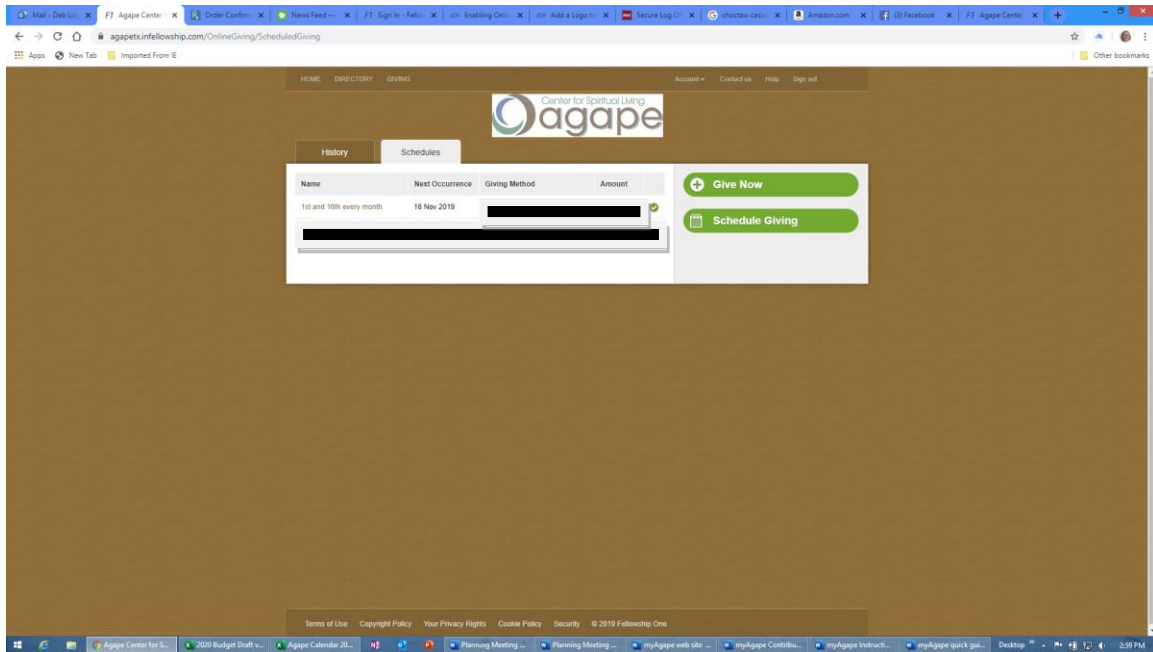
The screenshot shows a web browser window displaying the Agape Center for Spiritual Living's online giving interface. The browser's address bar shows the URL: agapecenterfellowship.com/OnlineGiving/ScheduledGiving/Step4. The page features a navigation menu with links for HOME, DIRECTORY, GIVING, Account, Contact us, and Help. The main content area is titled "Center for Spiritual Living" and is divided into four tabs: "Where to Give", "Giving Schedule", "Payment Method", and "Review & Confirm". The "Review & Confirm" tab is active, showing a summary of the contribution details. A yellow warning box states: "When giving via credit or debit card, a temporary \$1.00 authorization hold will be placed on your account." The contribution details include: "General Giving" for \$1.00, with a "Total" of \$1.00. The payment information is for Debra Lily, Visa ending in 3755, at 2437 Oyster Bay Dr, Frisco, TX 75036-1059, United States. The page also includes a checkbox for understanding the payment process and a "Process this schedule" button. The footer contains links for Terms of Use, Copyright Policy, Your Privacy Rights, Cookie Policy, and Security, along with the text "© 2019 Fellowship One".

Select Process this schedule to set it up.

To Change Your Recurring Giving

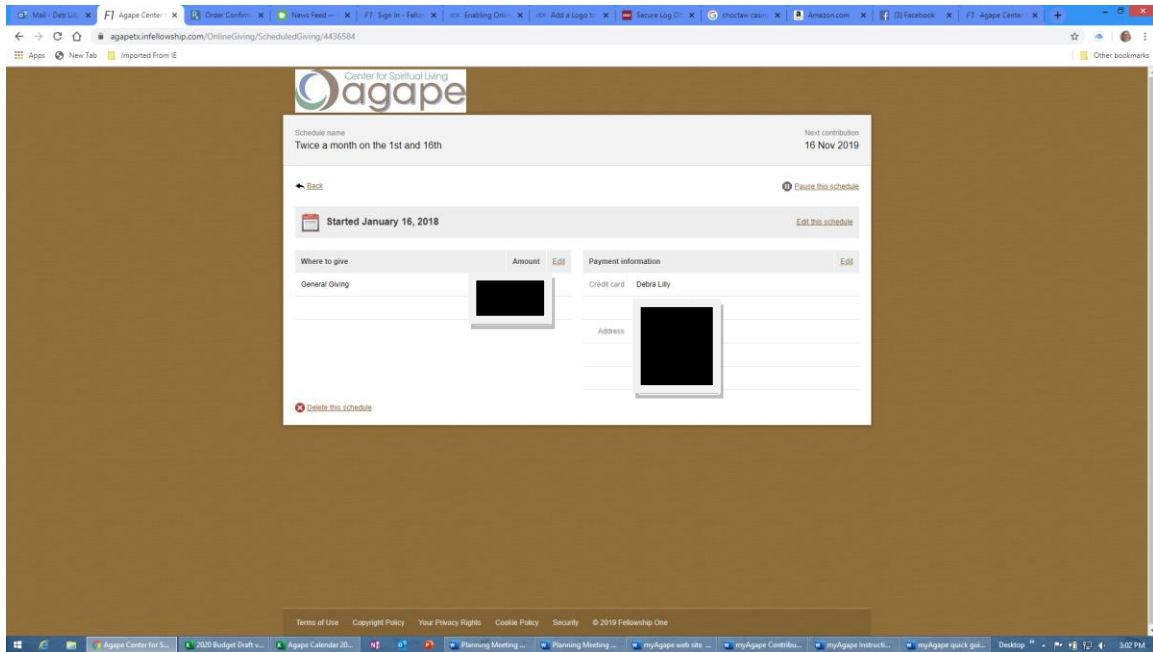
Select "Your Giving" from the home page.
Select the "Schedule" tab.

You'll be taken to this screen:



Select the frequency under the "Name" column.

This screen you can Edit or Delete your schedule.



If you have any questions, contact Deb Lilly at 214.402.3514 or email deb@agapecsl.com