



## Instructions for myAgape Online

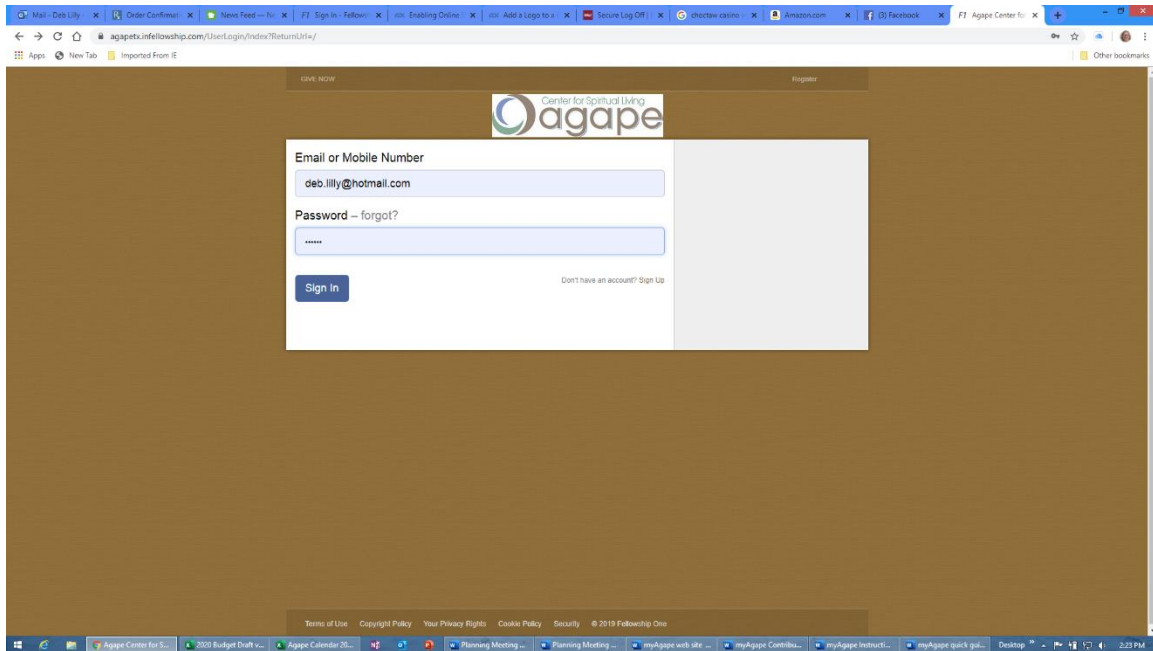
## **Create Your myAgape Profile**

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 `agapets.infellowship.com/UserLogin/New?ReturnUrl=/`. The page features the Agape Center for Spiritual Living logo at the top. Below the logo is a registration form with 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 to Retype the characters from the picture (required).

At the bottom of the form is a blue button labeled "Create an account" and a red "Cancel" link. The footer of the page includes links for Terms of Use, Copyright Policy, Your Privacy Rights, Cookie Policy, and Security, along with a copyright notice for 2019 Fellowship One.

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 account activation page after clicking "Create an account". The page displays the following information:

- Activate your account...**
- A message: "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."
- A link: "If you didn't receive your verification email, you can re-send verification."
- A link: "Return to login"

The footer of the page is identical to the registration page, showing links for Terms of Use, Copyright Policy, Your Privacy Rights, Cookie Policy, and Security, along with a copyright notice for 2019 Fellowship One.

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.

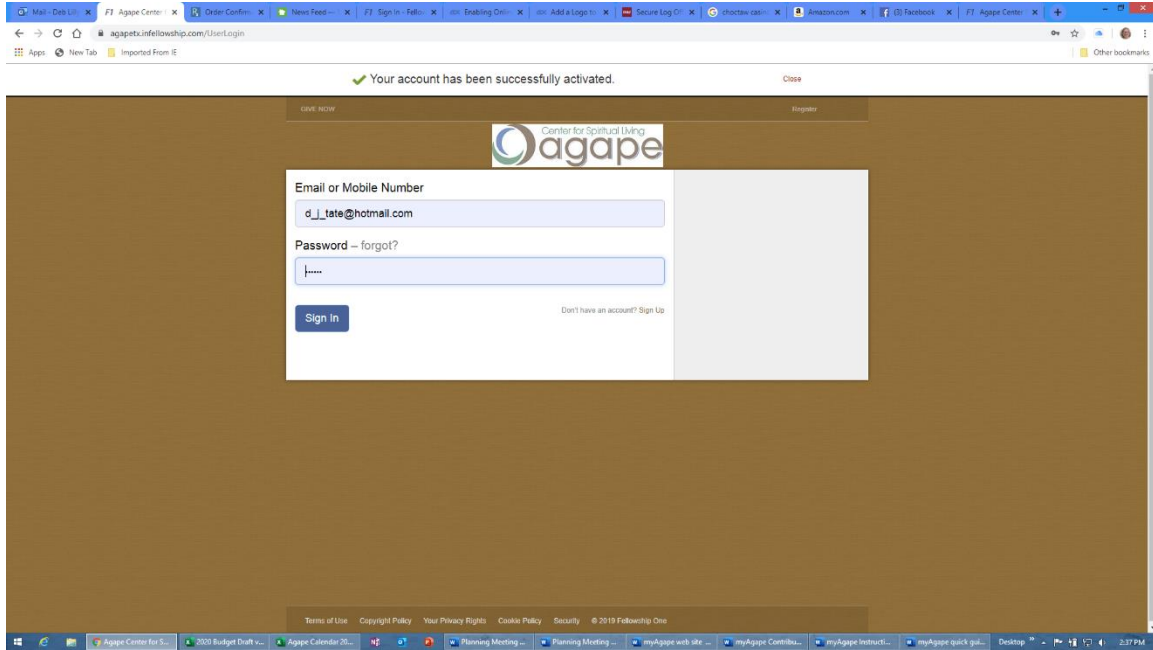
Select the link to activate your account.

You'll be taken to this screen:

The screenshot shows a web browser window with the URL <https://agapetx.infellowship.com/UserLogin/Activate/bb8ba35d5e5449149df71e7903bc183a>. The page has a brown header with the Agape Center for Spiritual Living logo. Below the header, the text 'Hello, Debra' is displayed. A message states: 'We just need a little more info -- if you are a church member, this will help us keep your info up-to-date. Thank!' The form contains the following fields: 'Date of birth' (text input), 'Gender' (radio buttons for Male and Female), 'Address' (Country dropdown menu, Street 1, Street 2, City, State dropdown menu, County, and Postal code text input), 'Home phone' (text input with a star icon), and 'Mobile phone' (text input with a star icon). At the bottom of the form is a blue button labeled 'Save and create account'.

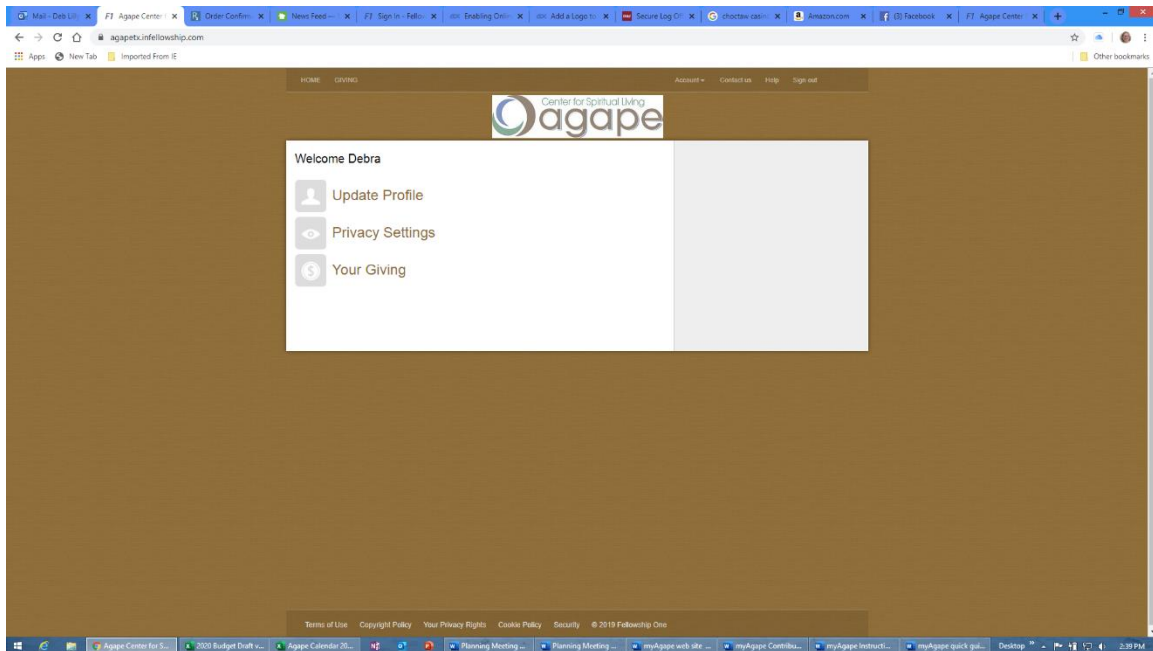
Enter your date of birth, address and phone number. Select "Save and Create Account".

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



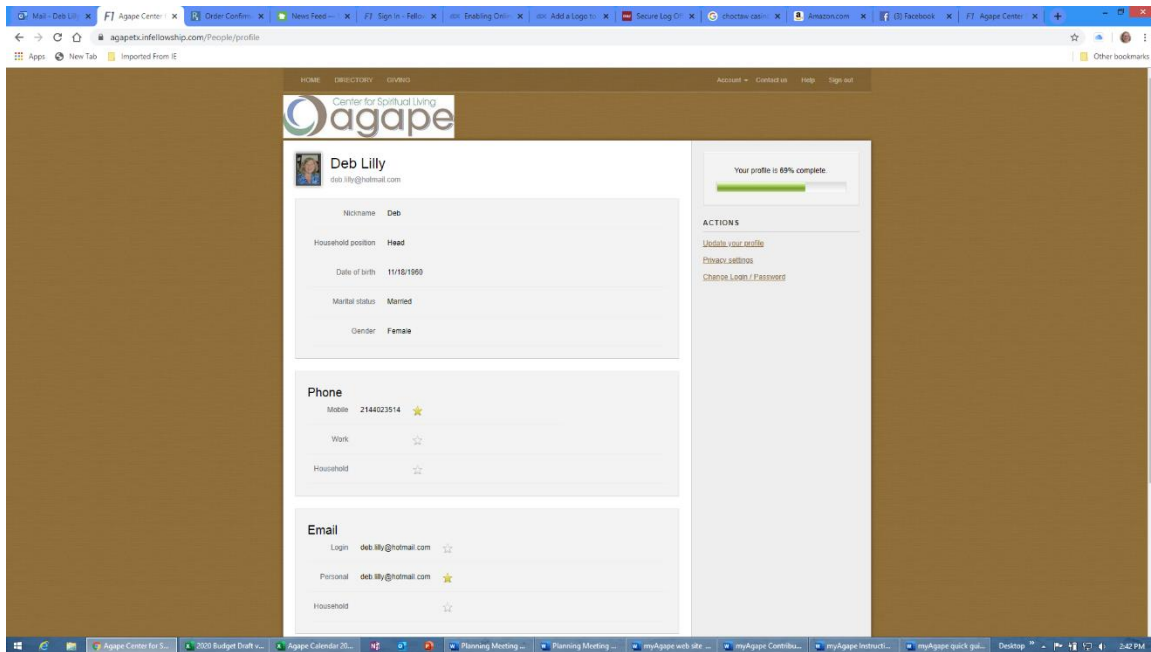
Enter your email address and password. Select “Sign In”.

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

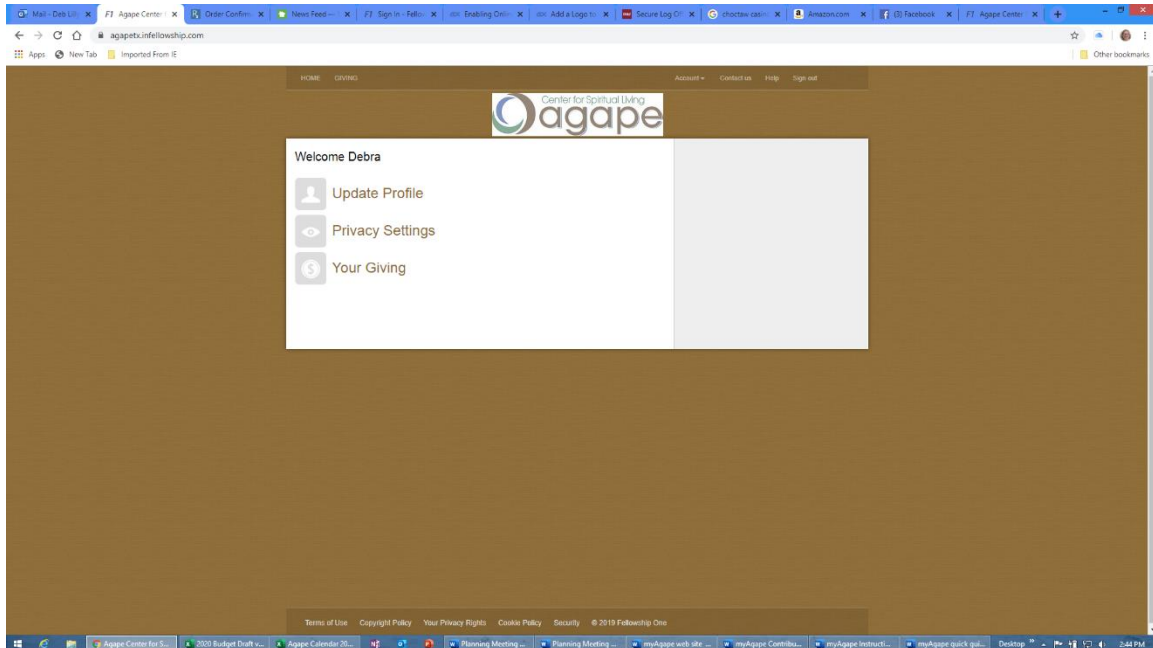
## **Update Your Privacy Settings and Opt in to the Church Directory**

Select "Privacy settings" to set what information others can see about your profile. Also under Privacy settings you can opt in to the church directory. Check the box "Include me in the church directory" at the bottom of the page. If you do not opt in to 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.

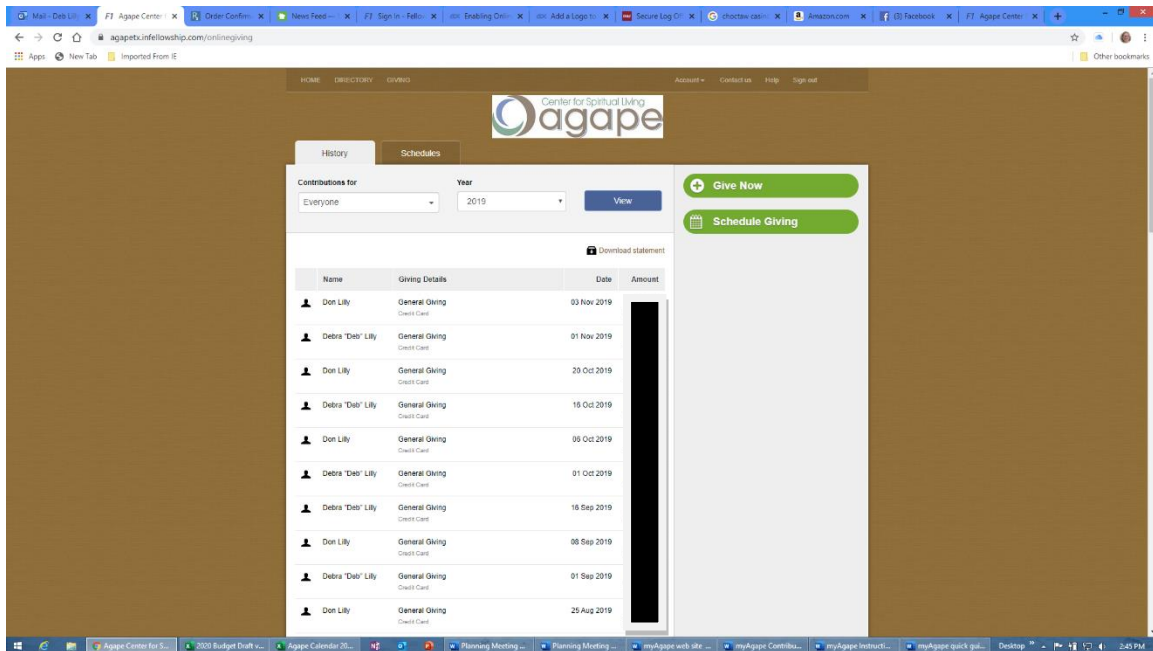
Don't forget to save your settings anytime you make any updates.

## 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 then 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 with multiple tabs open. The active tab is 'agapecenter.org/OnlineGiving/GiveNow/Step1'. The page has a brown header with the Agape Center for Spiritual Living logo and navigation links: HOME, DIRECTORY, GIVING, Account, Contact Us, Help, Sign out. The main content area is titled 'Where to Give' with a sub-header 'Check which cards to support'. It includes a 'Review & Confirm' section with the text 'Indicate your contribution'. The form asks 'Please specify where you would like to give.' and has a 'Give to...' dropdown menu. Below this is an 'Add another' button and a 'Total' of '\$0.00'. The form also asks 'I would like to give by' with radio buttons for 'Personal check' (selected) and 'Bank card'. It includes fields for 'Phone number', 'Routing number' (123456789), and 'Account number' (0123456789). A 'Cancel' button is at the bottom left, and a 'Continue' button is at the bottom right. A note at the bottom right states: 'Note: Electronic charges can only be made through personal checking accounts. Please don't use a business account.'

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.

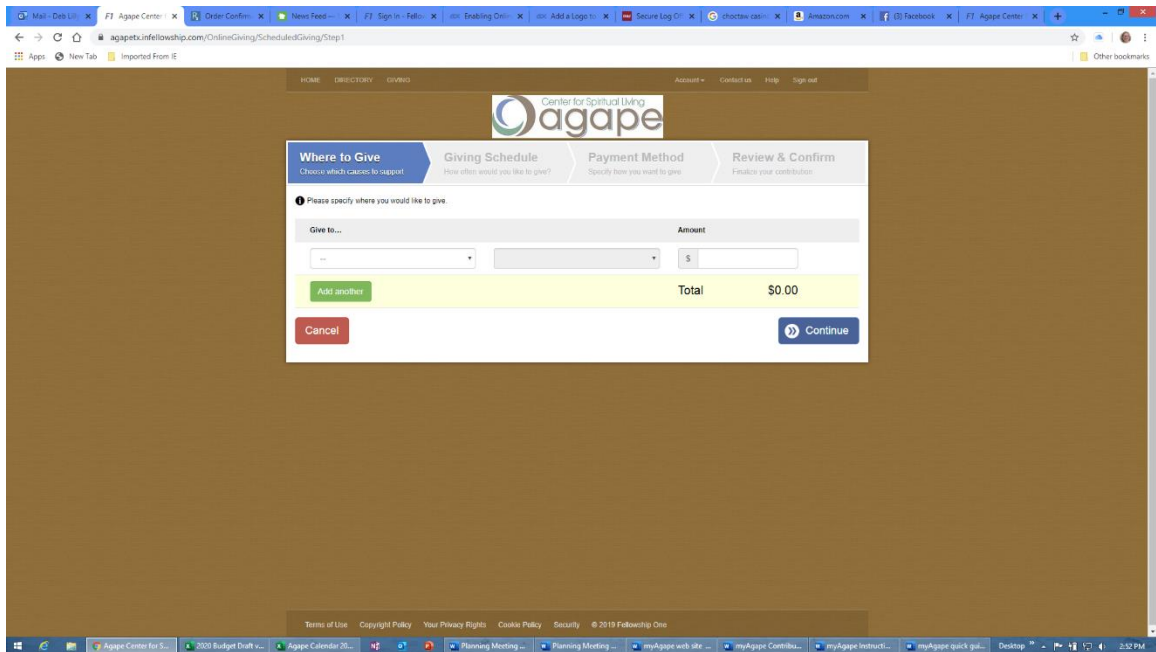
Then you fill in the appropriate Check or Credit Card information.



## 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 with multiple tabs open. The active tab is "agapecenter.org/OnlineGiving/ScheduledGiving/Step1". The website has a brown header with the Agape Center for Spiritual Living logo and navigation links: HOME, DIRECTORY, GIVING, Account, Contact Us, Help, Sign out. Below the header is a four-step process bar: "Where to Give" (selected), "Giving Schedule", "Payment Method", and "Review & Confirm". The "Where to Give" section prompts the user to "Please specify where you would like to give." It features a "Give to..." dropdown menu, an "Amount" input field, and a "Total" of "\$0.00". There are "Add another", "Cancel", and "Continue" buttons. The footer contains links for Terms of Use, Copyright Policy, Your Privacy Rights, Cookie Policy, and Security, along with a copyright notice for 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:

Where to Give: Choose which causes to support

Giving Schedule: How often would you like to give?

Payment Method: Specify how you want to give

Review & Confirm: Finalize your contribution

How often would you like to give?

☐ Once  
☒ Monthly  
☐ Twice monthly — 1st & 15th  
☐ Weekly  
☐ Every two weeks

Begin \*  
 November 3 2019  
☐ Ends

Back Continue

SCHEDULE DETAILS

Attributed to Deb Lilly

\$1.00	General Giving
\$1.00	Total

Edit

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Select the frequency.

Select the start date.

Select “Continue”.

You’ll be taken to this screen:

Where to Give: Choose which causes to support

Giving Schedule: How often would you like to give?

Payment Method: Specify how you want to give

Review & Confirm: Finalize your contribution

I would like to give by: ☒ Personal check ☐ Credit card

\* Phone number: [input]  
 \* Routing number: [input]  
 \* Account number: [input]

Note: Electronic charges can only be made through personal checking accounts. Please don't use a business account.

Back Continue

SCHEDULE DETAILS

Attributed to Deb Lilly

\$1.00	General Giving
\$1.00	Total

Edit

Occurring: Monthly Edit

Beginning: 11/3/2019  
 Ending: No end date

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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 with multiple tabs open. The active tab is titled "agapetx.infellowship.com/OnlineGiving/ScheduleGiving/Step4". The browser's address bar shows the URL. The website has a brown header with the Agape logo and navigation links: HOME, DIRECTORY, GIVING, Account, Contact us, Help, and Sign out. The main content area is divided into four tabs: "Where to Give", "Giving Schedule", "Payment Method", and "Review & Confirm". The "Giving Schedule" tab is active, showing a form with the following sections:

- Where to Give:** "Choose which causes to support". A note states: "When giving via credit or debit card, a temporary \$1.00 authorization hold will be placed on your account."
- Contribution Details:** Includes a "General Giving" section with a "Total \$1.00" displayed.
- Payment Information:** Includes a checkbox for "I understand that this will process my gift through the regular banking system and that it will remain in effect until I modify the contribution through the web interface or by contacting Agape Center for Spiritual Living".
- Review & Confirm:** Includes a "Frequency" dropdown set to "Monthly", a "Beginning" date of "11/3/2019", and an "Ending" date of "No end date".

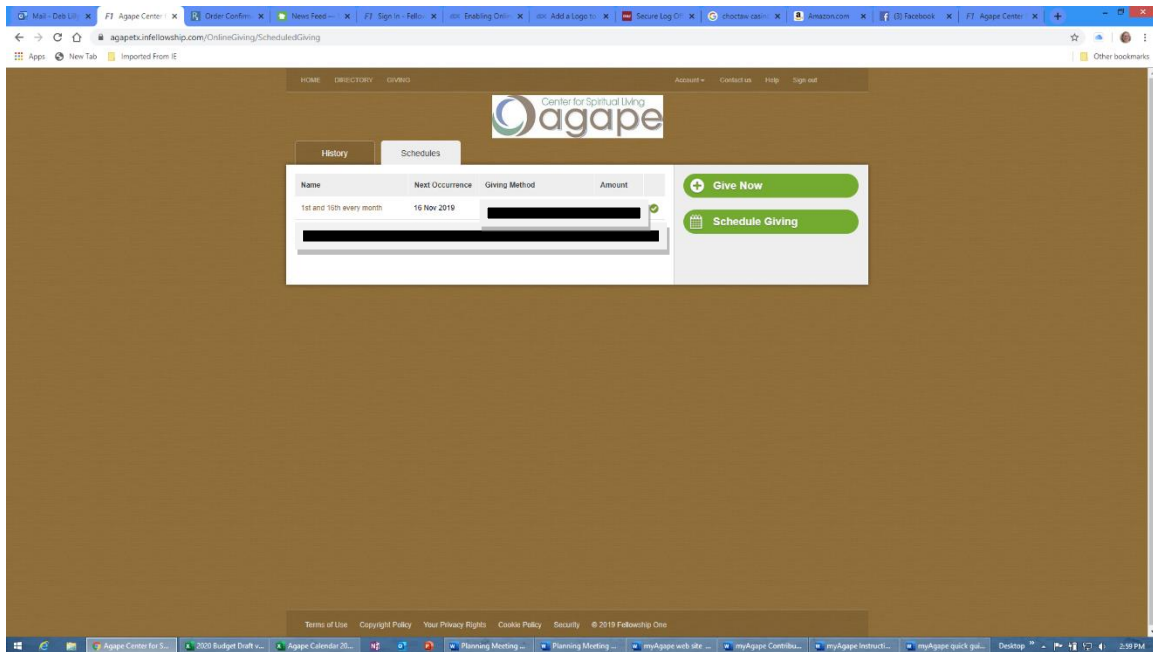
At the bottom of the form are two buttons: "Cancel" and "Process this schedule". The footer of the website includes links for "Terms of Use", "Copyright Policy", "Your Privacy Rights", "Cookie Policy", and "Security", along with a copyright notice for 2019 Fellowship One.

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.

You’ll be taken to this screen where you can Edit or Delete your schedule.

