

Online Donations for Diamond Lake Lutheran Church

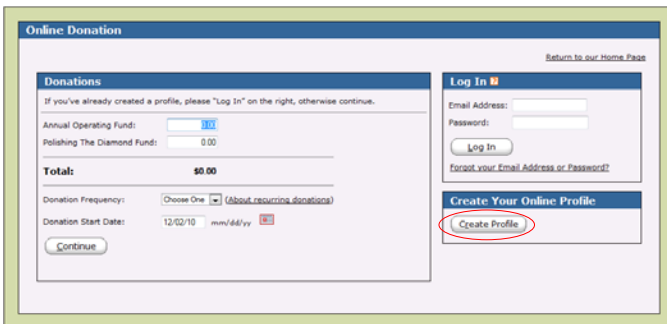
Need a little help with your online donations? We can do that. These instructions are very detailed - it's really very easy.

1. Go to the Diamond Lake website (www.dllc.org). (Of course, you already have that open on your computer because you wouldn't think of starting your day without checking out the Diamond Lake website!)
2. Click the **DONATE** button on the left side of the screen.



3. Once you've clicked the **DONATE** button, you will be redirected to our online giving page.

You must first create a Profile (your personal information) in order to set up your online giving. To create your profile, click the **Create Profile** button.



4. Once you've clicked the **Create Profile** button, you will see the Create Profile screen.

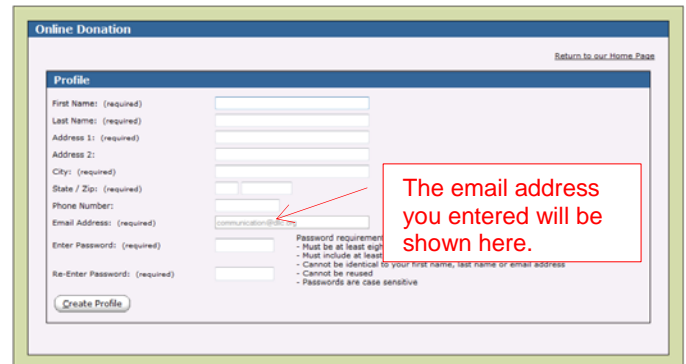
Enter your email address TWICE (second time for confirmation).

Click **Continue**.

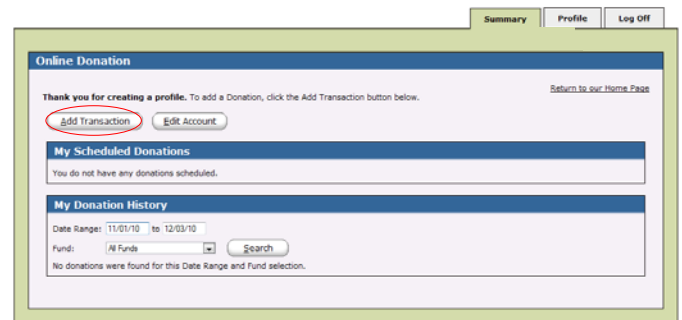


5. Enter your personal information into the next screen. (We have information on security and creating a strong password at the end of this document.)

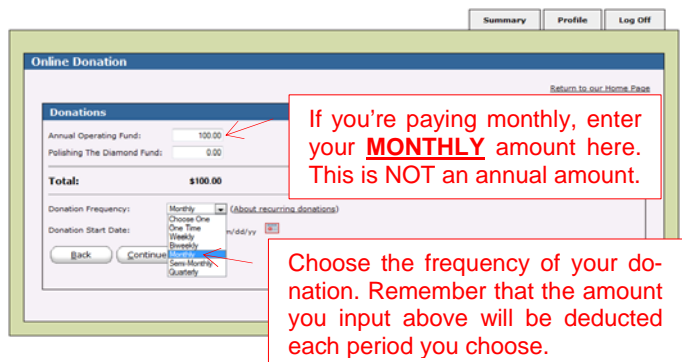
Once you have input all of your information (no dashes in the phone number), click **Create Profile**.



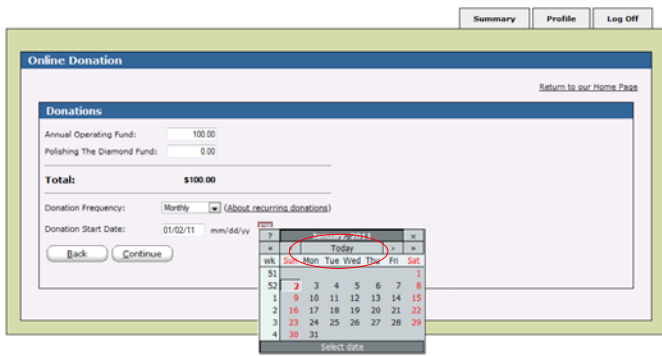
6. The next screen will display your donation history (you have none at this point), the **Add Transaction** command and the **Edit Account** command. If you need to change your personal information at some point, click the **Edit Account** button on this screen. To set up your online donation, click **Add Transaction** button.



7. The following is the **Add Transaction** screen where you will set up your online donation(s) as either a one-time or ongoing donation.

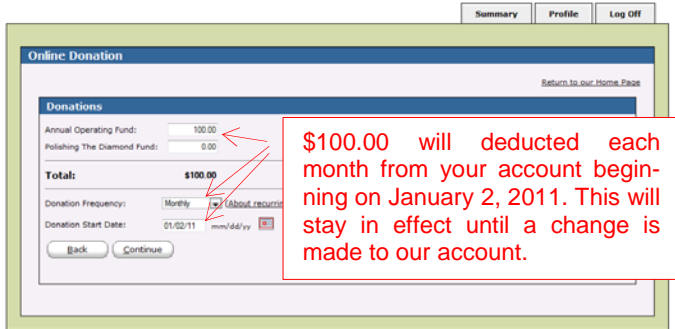


8. Once you have input your amount and the frequency with which you would like to have that amount deducted from your account, choose when you would like to have those deductions begin.



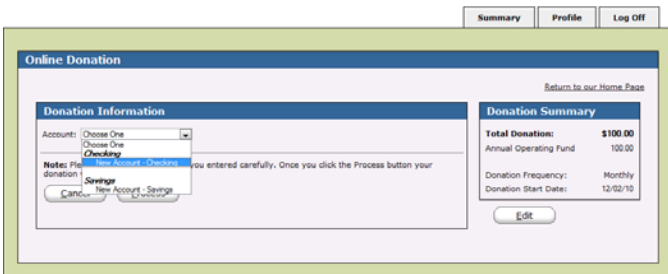
We chose **January 2, 2011** (above) as an example. That means that **\$100.00** will be deducted from our account (you will input your account information next) on the 2nd day of each month beginning with January 2, 2011.

- Once you have made all of your donation choices, the screen will look like the one below. Double check to make sure you input what you intended! (You can always change it, so don't panic.) Once you're happy with your donation amount, frequency, and start date, click **Continue**.



- Okay, so now you have your intended donation set up. The next thing you'll need to do is provide your bank information so that your funds can be accessed.

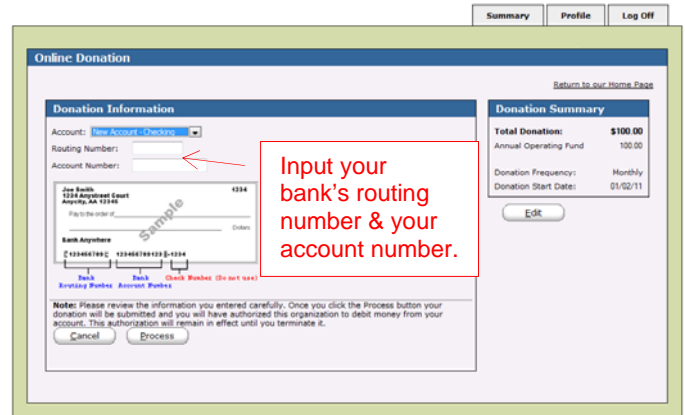
From the Donation Information screen, choose either a new checking or new savings account, meaning that you will be inputting new information, not that you will be setting up a new checking or savings account. You will enter YOUR checking or savings account information in the next screen. (Diamond Lake does NOT accept credit card payments at this time.)



Once you've chosen checking or savings, click **Process**.

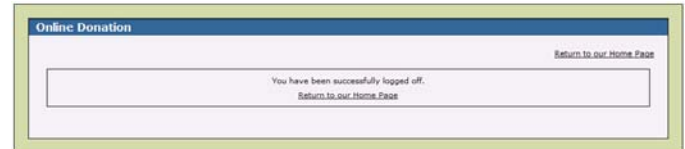
- Here is where you'll enter your banking information. You might want to grab a check or deposit ticket to make sure you enter your information correctly.

Once you have input your bank's routing number and your bank account number, click **Process**.



- Congratulations! You have successfully set up your online donations!

- Assuming you are finished with your online donation transactions (you can set up more than one if you wish), be sure to log out of the online donation system by clicking **Log Off** in the upper right corner of the screen. Your logoff will be confirmed.



A Note About Security

Your information is being transmitted to a secure server. That means that the information you send over your internet line is encrypted during transmission. Once your data has arrived at the server (company's computer storage device), the company's secure server cannot be accessed without a login and a password, the ones you gave them.



You can verify that you are on a secure server by checking the URL (Universal Resource Locator), otherwise known as the web address. Most websites begin with **http://**, but a secure website begins with **https://** - the "s" stands for secure.

A Note About Secure Passwords

Microsoft states that the key to password strength is length and complexity. They have some helpful advice on creating a strong password.

An ideal password is long and has letters, punctuation, symbols, and numbers.

- Whenever possible, use at least 14 characters or more.
- The greater the variety of characters in your password, the better.
- Use the entire keyboard, not just the letters and characters you use or see most often.

For more information on security and creating strong passwords, follow the link at www.dlcc.org.