

Listed below is an outline of the necessary steps and the process that must be completed in order to set up your account to give or view your giving history:

## How to Create An User Account

- a) Select “Sign up!” next to “Don’t have an account?”

Register

Excel Church

Login

Password - [forgot?](#)

Remember Me

**Sign in**

Don't have an account? [Sign up!](#)

- b) Provide the basic information requested and select “Create an account”

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**Your Information**

First Name (required) Last Name (required)

John Doe

**Account Information**

Login Email (required)

doejohn308@gmail.com

Password (required)

\*\*\*\*\*

Confirm password

\*\*\*\*\*

**Create an account** [Cancel](#)

- c) You should receive the following notification informing you to login to your email account. Open the verification email sent from Fellowship One and click on the link within the email to activate your account.
  - i) Please be sure to check your junk or bulk mail folder if you do not see the verification email

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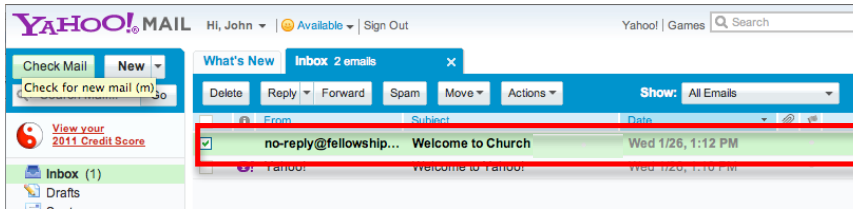
**Activate your account...**

We've sent a verification email to [doejohn308@gmail.com](mailto:doejohn308@gmail.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.

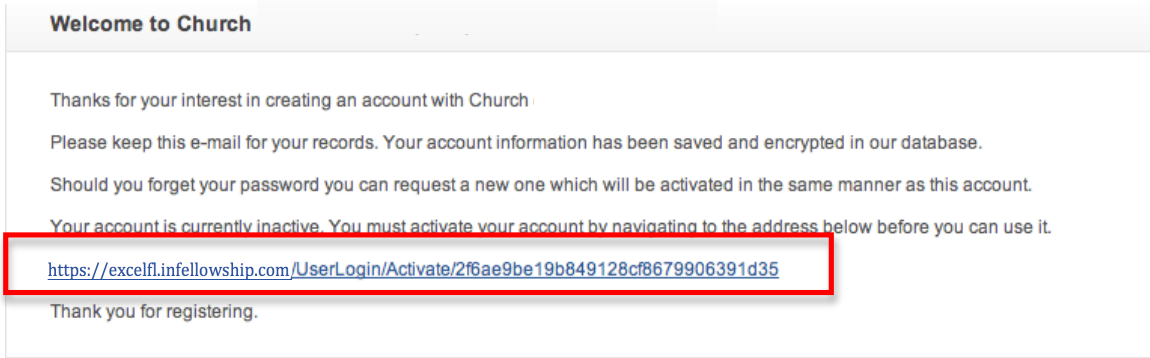
If you didn't receive your verification email, you can [re-send verification](#).

[Return to login](#)

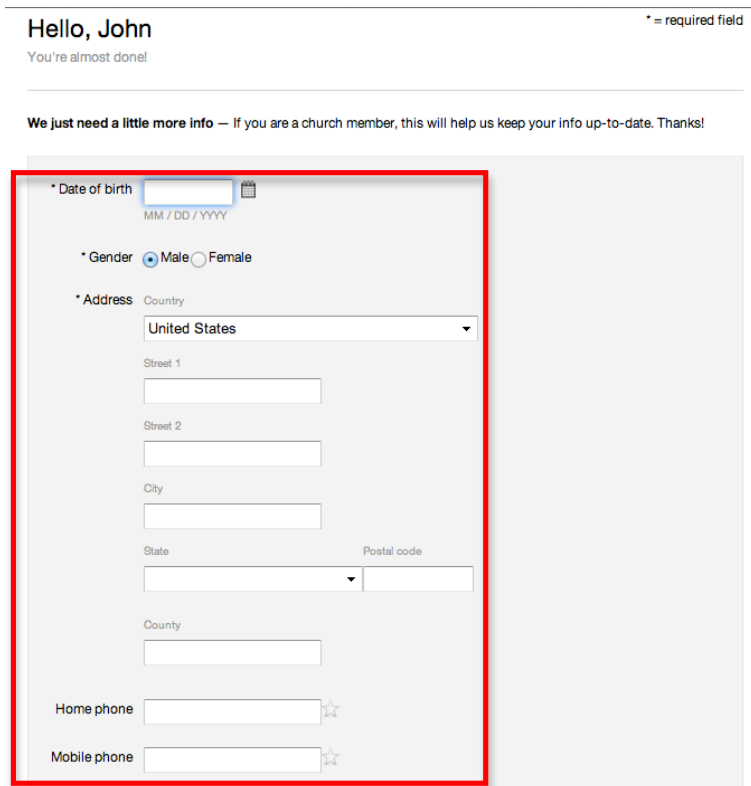
d) Open account activation email from Fellowship One



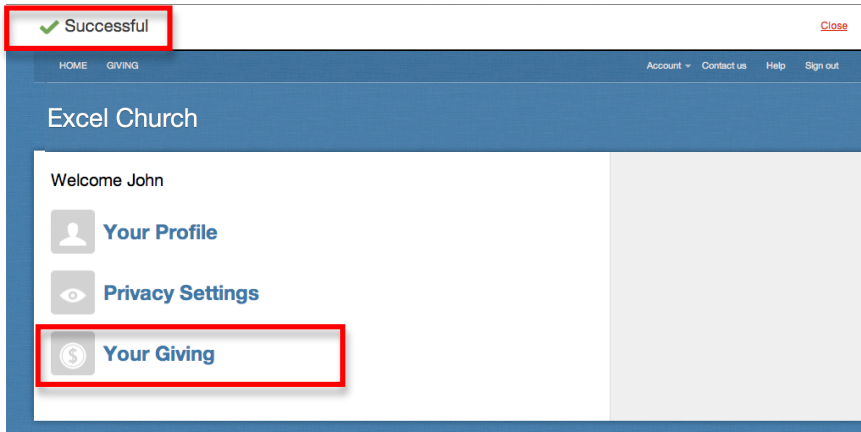
e) Select the link to activate your account



f) Enter your information to create your account and then select "Save and create account"

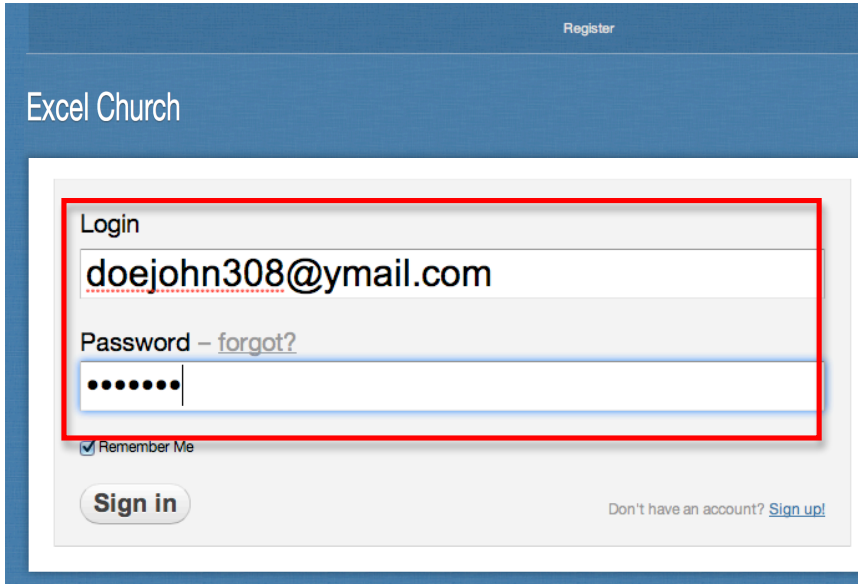


g) Congratulations, you have now created your online account. On the home page you will see the following confirmation: "Successful". Select "Your Giving" to view your giving history or to begin giving



## Viewing Your Giving History And Printing Contribution Statements

- a) Now that your account has been created you will gain immediate access to begin giving online. **However**, please be advised that it will take up to 48 hours for our finance team to link your online account with our records of your giving history. Once our records have been linked with your online account you can follow the proceeding steps to view your giving history
- b) Sign in to your online account using your login credentials you just created



Register

Excel Church

Login

doejohn308@ymail.com

Password – forgot?

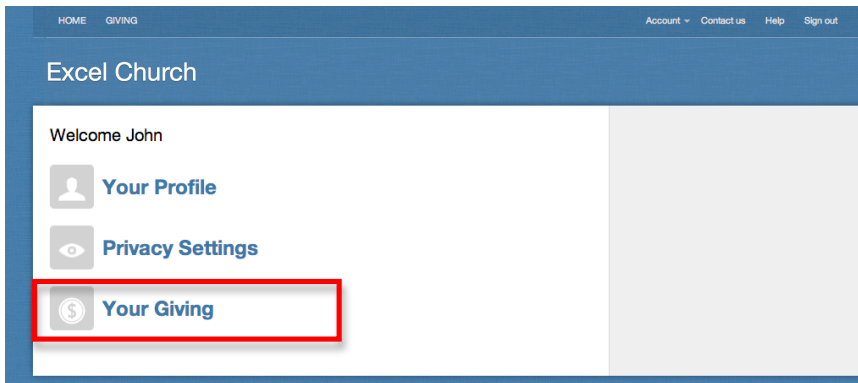
••••••

Remember Me

**Sign in**

Don't have an account? [Sign up!](#)


- c) Select “Your Giving” to view your giving history or to begin giving





HOME GIVING Account Contact us Help Sign out

Excel Church

Welcome John

 **Your Profile**

 **Privacy Settings**

 **Your Giving**

d) Below is a look at what the initial giving navigation page looks like. From here you will be able to review your giving history, download your giving contribution statement, give now, or schedule a contribution

The screenshot shows the 'Excel Church' giving navigation page. At the top, there are navigation links for 'HOME', 'Account', 'Contact us', 'Help', and 'Sign out'. The main header includes 'Excel Church' and two tabs: 'Giving History' (selected) and 'Giving Schedules'. Below the tabs, there are filters for 'Contributions for' (set to 'Everyone'), 'Year' (set to '2012'), and a 'View' button. A 'Download statement' link is also present. The main content area is a table of giving transactions. To the right, there are two green buttons: 'Give Now' and 'Schedule Giving'. Below these buttons is a yellow error message: 'There was a problem with your giving schedule. [Click here](#) for more details.'

Name	Giving Details	Date	Amount	
Gary Shouse Household	Missions > Chile eCheck	10/01/2010	\$100.00	✓
Gary Shouse	Missions > Kyrgyzstan Check #412	10/01/2010	\$100.00	✓
Gary Shouse Household	Missions > Uganda Check #411	10/01/2010	\$100.00	✓
Gary Shouse	Missions > Chile Visa ...8999	09/01/2010	\$100.00	✓

Callout boxes provide the following information:

- Where you select to view any contributions you have scheduled (points to the 'Giving History' tab)
- Where you select the option to view a printer friendly contribution statement (points to the 'Download statement' link)
- Where you select the option to begin making a one-time contribution now (points to the 'Give Now' button)
- Where you select the option to schedule your one-time or recurring contributions (points to the 'Schedule Giving' button)
- Where you can review information about a contribution you scheduled that was unable to be processed (points to the error message)
- Where you select to view your giving history (points to the 'Giving History' tab)
- Where you select whose giving in your household you like to view (points to the 'Contributions for' dropdown)
- Where you select which year to view (points to the 'Year' dropdown)