

ACCESSING YOUR GIVING STATEMENTS & HOW TO SET UP/CHANGE DIGITAL FINANCIAL GIVING

First off, we want to say THANK YOU for giving to God through LifeSpring! Below you will see how to view and print your annual giving statement, as well as options for setting up/changing your digital financial giving.

ACCESSING YOUR GIVING STATEMENTS

Your tax year giving statements can be viewed and printed from your HUB profiles. Click [HERE](#) for a shortcut to the HUB.

1. Once there, navigate to My Giving [1]
2. From there, click Individual or Family [2] and you should see the Giving Statement button [3] in the upper right corner (if on a mobile device, you may have to scroll over to see it).

LifeSpring at Community Commons

Search name, phone or email

Home People Groups Events My Serving My Giving 1 Forms Communication Reports & Metrics

My Giving

GIVE SCHEDULES / HISTORY PLEDGES

Individual 2 Family

Giving Statement 3

REPEATING GIFT SCHEDULES

Designation	Amount	Next	Frequency	Rem	Last Msg
Tithes & Offerings	\$150.00	Feb 11, 2022	Monthly	Created	Cancel

GIVING HISTORY

Date	Designation	Type	Amount
Jan 10, 2022	Tithes & Offerings	Online	\$125.00
Dec 10, 2021	Tithes & Offerings	Online	\$125.00

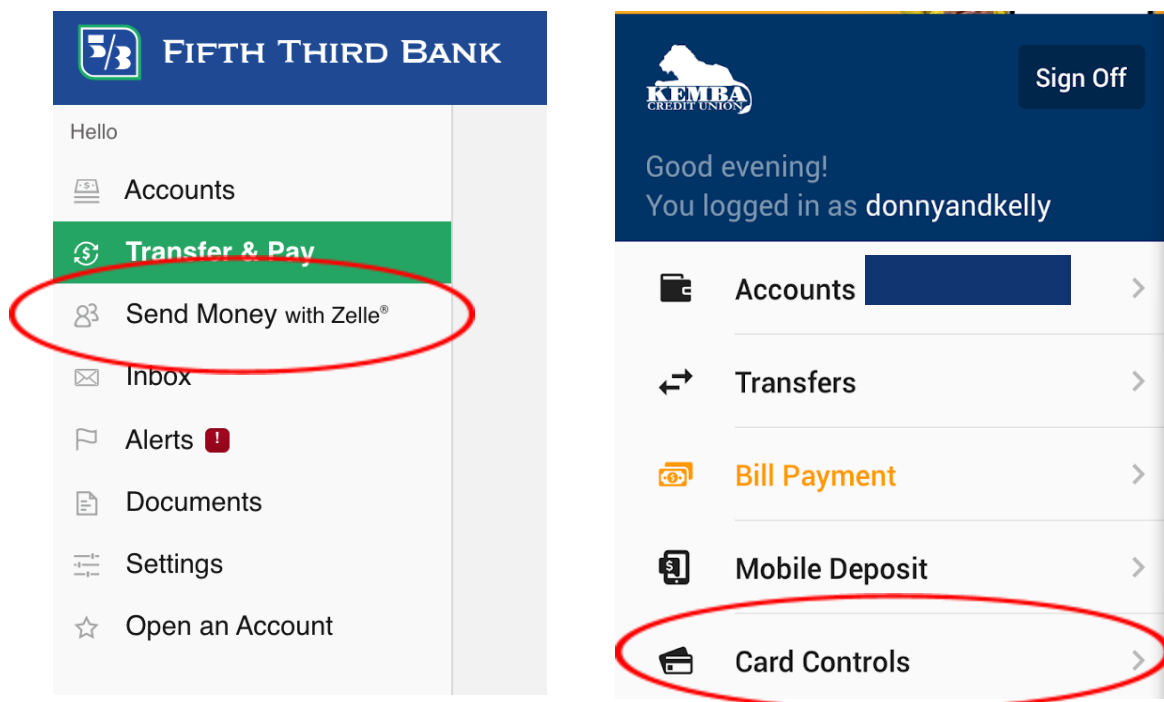
The next few pages discuss processes for setting up Digital Giving through your bank and through the HUB.

DIGITAL FINANCIAL GIVING

Setting up recurring giving through your bank (maximize your stewardship)

If you utilize the HUB for your giving, PushPay is the giving provider. LifeSpring pays a processing fee of up to 2.5% per transaction. Though different in amount, there is a fee applied to both credit card and checking account payments. To eliminate those fees, you can give through your bank's "Bill Pay" feature. This generally involves your bank sending us a check directly and is typically free of charge.

How do I do this? Banks usually have a place to set up online bill pay on their websites and apps. For example:



If you don't see this feature or have questions, contact your bank to discuss setting up online giving through them.

Digital Giving processes continue on the next page.

Cancelling Recurring HUB Giving

Remember to cancel recurring giving through your credit card or checking account in the HUB if you set up payments through your bank. How?

1. Log in to your profile on the HUB. Click [HERE](#) to go there now.
2. Navigate to My Giving [1], Schedules/History [2], Repeating Gift Schedule [3], Cancel the repeating gift [4].

The screenshot shows the LifeSpring at Community Commons HUB interface. The sidebar on the left has a menu with items: Home, People, Groups, Events, My Serving, My Giving (highlighted with a red '1'), Forms, Communication, and Reports & Metrics. The main content area is titled 'My Giving' and has three tabs: GIVE, SCHEDULES / HISTORY (highlighted with a red '2'), and PLEDGES. Under the SCHEDULES / HISTORY tab, there are two sub-tabs: Individual and Family. A 'Giving Statement' button is in the top right. Below the sub-tabs is the 'REPEATING GIFT SCHEDULES' section (highlighted with a red '3'). It contains a table with columns: Designation, Amount, Next, Frequency, Rem, Last Msg, and an action column. The first row shows 'Tithes & Offerings' with a blueacted amount, 'Feb 11, 2022' as the next date, 'Monthly' frequency, and 'Created' as the last message. A red '4' highlights the 'Cancel' button in the action column. Below this is the 'GIVING HISTORY' section with a table showing a past transaction on 'Jan 10, 2022' for 'Tithes & Offerings' via 'Online' payment, with a blueacted amount.

Setting up Recurring Giving for the First Time Via the HUB

If you choose not to utilize your bank's "Bill Pay" feature, here's how to set up repeat giving through the HUB using your credit card or checking account:

From your checking account = 49 cents fee per transaction

From your credit card = up to 2.5% fee per transaction

1. Log in to your profile on the HUB. Click [HERE](#) to go there now.
2. Click My Giving [1], Give [2], Repeating Gift [3], and complete all the boxes. Be sure your designation is set to Tithes & Offerings [4].

LifeSpring at Community Commons

Search name, phone or email

Home People Groups Events My Serving My Giving Forms Communication Reports & Metrics

My Giving

GIVE SCHEDULES / HISTORY PLEDGES

2

One time gift Repeating gift 3

Gift Amount

4

Choose Designation

Choose Designation

Tithe & Offerings

Missions

Weddings

General Events

Tree Memorial

Giving Amount

Starting Date

Continue Until

I stop this repeating gift

gifts have been made

Cancel Continue

If you have any questions or difficulties with any of these steps, please contact Krisa Heyob, our financial administrator, at finance@lscommunity.org.

Thank you for wanting to make a real difference in our world and for all eternity!

