

This document is intended for all persons planning on using the web-browser version of the 'Giving' application for donations to King of Kings Lutheran Church.

For online access (desktop/laptop computers):

- Either copy and paste into a web browser or <Ctrl>+click on the following URL:
<https://kofkluther.churchcenter.com/giving>

Setup your 'Giving' profile for online access:

- Your 'Giving' profile will be created during the process of establishing your initial donation.
- Follow the prompts and enter the required information when requested.
- You will need to enter your first name, last name, email address or mobile phone number.
- You will also need the following information for establishing payment methods:
 - ACH Transfer:
 - Instant verification - online bank account information (username/password).
 - Manual verification - bank routing number and account number.
 - Debit/Credit Cards: debit/credit card number, expiration date, CVC, and zip code.
- Enter your email address or mobile phone number when prompted so that you can be verified via receipt of a 6-digit code sent by text, voice, or email.
- Enter the supplied 6-digit code received via text, voice, or email (depending on the which method was used for verification) in the required field to complete the verification.
- Continue to set up your payment method for your donation and save to your profile.
- Multiple payment methods can be saved, but at least one must be.
- **We strongly encourage using a bank account as the payment source so that the ACH (bank transfer) option can be used since the cost of each transaction is only \$0.25.** Credit/Debit card payments are charged a 2.20% processing fee plus a \$0.30 transaction fee.
- Selecting the ACH transfer payment method will require verification of that payment method using one of the following methods:
 - Instant verification – performed by a service call 'Plaid' and is only available for some banks. Please note that the bank account username and password is **NOT** stored by Plaid (3rd-party verifier) and is only used to verify your account one time enabling it to be used by 'Giving'.
 - Manual verification – performed by entering bank routing and account information to enable the account to be used by 'Giving'.
- Selecting the debit/credit card payment method will not require verification and will be enabled by entering the card number, expiration date, CVC security code, and zip code.
- Continue to complete your initial donation and establish your 'Giving' profile.
- We also encourage donations where the fee is covered as part of the transaction to minimize the cost to King of Kings Lutheran Church. This is the one reason why we encourage using ACH (bank transfer) over Credit/Debit card payments.

Please refer to the following documentation link (<Ctrl> + click) to see how you can enable 'Giving':

[How to Give Online Using 'Giving'](#)

If you have any questions or issues, then please send an email with the question or a brief description of the issue to help@kofkluther.com and we will respond within 24 hrs.