

Already have an Online Giving account with Trinity:

1. Log on to the Trinity Website (trinityconnection.com) and click on "Giving".
2. Click on the "Start Giving Here!" button.
3. Click on the "**Create Profile**" button located on the right side of the page.
4. Enter your Email Address and Confirm Email Address and press "Continue" button.
(**Note:** This Email Address should be the same Email Address you used in the original giving web page.)
5. An email containing a temporary password will be sent to you.
6. Open your email and copy your temporary password.
7. Come back to the Online Donations web page and log on with your email address and paste your temporary password into the password field and click on the "**Log In**" button.
8. The next screen will ask you to change your password. (*Password must be 8 or more character with at least one number and one character*) Press the "Continue" button which will bring up the "Summary" page.
9. From the Summary page, verify your profile information:
 - a. Click on the "**Profile**" tab and verify your information is correct. If you make any changes then click on the "Update" button.
 - b. Do **not** click on the "Cancel Profile" button as this will inactivate your account.
10. From the Summary page, verify your payment method:
 - a. Click on the "**Edit Account**" button and verify your account and payment method are correct.
 - b. If you want to make changes then click on "**Edit Delete**" link, make the necessary changes and click on the "**Save**" button and then click on the "**Return to Summary**" button.
11. To Log Off, click on the "Log Off" tab.
12. From this point on, you will use the Log In box and enter you email address and password and click the "**Log In**" button. This will bring up the "Summary" page.
 - a. To make an Online Donation click on the "**Add Transaction**" button.