

First-time setup for 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.
5. Fill in your Profile Information including the password you wish to use. Press the "**Create Profile**" button.
6. Setup your payment method will be done when you make your first donation.
 - a. Click on "**Add transaction**" button
 - b. Enter the amount to the fund(s) you want to contribute to
 - c. Select the Payment Frequency in the dropdown box
 - d. Enter the Payment Date
 - e. Click on the "**Continue**" button
 - f. This brings up the Payment Method screen:
 - i. Select your preferred method – bank transfer (checking or savings), credit card, debit card
 - ii. Fill in the required information
 - iii. Click on the "**Process**" button
7. After making a contribution a Receipt will be displayed. You have the option to print a receipt by clicking on the "**Print Page**" link. A receipt will also be emailed to you.
8. To Log Off, click on the "Log Off" tab.
9. 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.