

SETTING UP A GIVING ACCOUNT THROUGH SHELBYNEXT CHMS AT CHRIST LUTHERAN

Step One: Visit christlamesa.org/give.

- This is a new online giving platform so this page may look different than what you're used to.
- Select which type of gift you would like to give. Example: Church gift, School gift, etc.

Step Two: Set up a new account or log into your existing ShelbyNext account.

- Select Sign-in.
- If you've ever paid electronically for a CLCM event or school fees, you may already have a ShelbyNext account!
- If not, select "Create One" and follow the instructions to create a new ShelbyNext account.

Step Three: Setting up your online giving.

Once logged into your ShelbyNext account:

1. Select One-time or Recurring.
2. Select a preset amount or type in a custom amount.
3. For recurring gifts:
 - Select a preset amount or type in a custom amount.
 - Select the frequency of your gift (e.g., weekly, monthly, etc.).
 - Enter the start date for your gift.

Step Four: Enter your payment information.

- Gifts made via ACH transaction (checking or savings account) will not be charged a processing fee, but donors will have the option to add 2% to their gift to help cover the processing fee we incur.
- Gifts made with credit and debit cards will incur a 3% processing fee.
- **All processing fees are tax-deductible and will appear on your year-end giving statement.**

Step Five: Closing your old giving account (if you had one).

- Once you've successfully set up your gift in our new online giving platform, please email Patti Maass at pmaass@christlamesa.org, to close your old online giving account.
- If you prefer to close your own online giving account, [CLICK HERE](#) to log in and turn off your recurring gifts in the old system.

Once you have completed the process of setting up your new online giving account, you will receive an e-mail from ShelbyNext with your new login information so you can track your gifts and update your giving information at any time.

If you have additional questions, please contact CLCM's Director of Operations, Patti Maass, at pmaass@christlamesa.org.

The screenshot displays the online giving interface. At the top, there are links for "Give Now" and "Sign in". Below these are two tabs: "One-time" and "Recurring", with "Recurring" selected. The main section is titled "Gift to Christ Lutheran Church (optional)" and features three blue buttons for preset amounts: "\$500.00", "\$100.00", and "\$50.00". Below these is a text input field for a custom amount, starting with a "\$" symbol. Underneath is a "Recurrence" section with a note: "You can edit your recurring gift anytime." It includes a "Frequency" dropdown menu, a "How Many Gifts (optional)" input field, a "Start Date" input field with a calendar icon, and a "Note (optional)" input field. At the bottom, there is a blue "Submit!" button. A disclaimer at the bottom of the form reads: "In 2022, transaction fees for electronic gifts cost Christ Lutheran Church Ministries more than \$33,000. In an effort to make your giving dollars go further in our ministry, we are now charging a 2.75% transaction fee for debit/credit card gifts and have added an optional 2% transaction fee for ACH gifts. Transaction fees are tax-deductible and will appear on your giving statement."