



SECUREGIVE - COMPUTER INSTRUCTION SHEET

YOU MUST HAVE A VALID PHONE NUMBER AND E-MAIL ADDRESS

ACCOUNT SET-UP

1. GO TO OUR CHURCH WEBSITE: WWW.HIGHESTPRAISE.ORG
2. CLICK-ON THE "GIVE" TAB
3. CLICK-ON THE BLUE "CLICK HERE" BUTTON
4. CLICK-ON THE BLUE "GET STARTED" BUTTON (THIS IS ONLY REQUIRED FOR INITIAL ACCOUNT SETUP)
5. ENTER YOUR ACCOUNT INFORMATION IN THE BLOCKS PROVIDED-YOU MUST COMPLETE ALL OF THE INFORMATION BLOCKS TO SETUP YOUR ONLINE ACCOUNT. (*YOU MUST HAVE A VALID PHONE NUMBER & EMAIL ADDRESS TO CONTINUE.)
6. CLICK-ON THE BLUE "CREATE ACCOUNT" BUTTON, WHEN ALL DETAILS HAVE BEEN ENTERED
7. YOUR "SECUREGIVE" ACCOUNT IS NOW COMPLETE; YOU MAY NOW PROCEED TO SETUP THE DONATION & PAYMENT SECTIONS OR CLICK-ON "LOGOFF" TO EXIT THE SYSTEM. (TO SETUP THE DONATION & PAYMENT AT A LATER TIME, CLICK-ON "LOGOFF" TO EXIT SECUREGIVE.)

MAKING A DONATION

- **TRANSACTION SECTION** - SELECT "MAKE A DONATION" OR "RECURRING"
- **DETAILS SECTION** - ENTER THE AMOUNT OF THE DONATION(S) IN THE APPROPRIATE DONATION FIELDS.
- **MESSAGE SECTION** - THIS AREA ALLOWS YOU TO WRITE A SHORT MESSAGE FOR THIS TRANSACTION (IF THE MINISTRY YOU WOULD LIKE TO GIVE TO ISN'T LISTED IN THE DETAILS SECTION THEN TYPE IN THAT MINISTRY NAME IN THIS FIELD.)
- **PAYMENT SECTION** – SELECT EITHER THE "CARD" TAB FOR CREDIT CARD OR THE "eCHECK ACH" TAB FOR AN ELECTRONIC CHECK
 - **CARD TAB:**
 - CLICK-THE "SAVE THIS ACCOUNT" CHECKBOX IF YOU WANT TO SAVE THIS CARD FOR FUTURE USE.
 - ENTER YOUR CARD HOLDER NAME
 - ENTER YOUR CARD NUMBER
 - ENTER YOUR CARD'S SECURITY CODE (3 DIGIT CODE ON BACK OF CARD)
 - ENTER YOUR CARD TYPE
 - ENTER YOUR CARD EXPIRATION DATE
 - WHEN ALL FIELDS ARE COMPLETE, CLICK ON "CONTINUE"
 - **eCHECK ACH TAB:**
 - CLICK-THE "SAVE THIS ACCOUNT" CHECKBOX IF YOU WANT TO SAVE THIS ACCOUNT INFO FOR FUTURE USE.
 - ENTER YOUR BANK ROUTING NUMBER
 - ENTER YOUR BANK ACCOUNT NUMBER
 - CHOOSE THE TYPE OF ACCOUNT (CHECKING OR SAVINGS)
 - ENTER YOUR BANK NAME
 - ENTER THE ACCOUNT HOLDER'S NAME
 - WHEN ALL FIELDS ARE COMPLETE, CLICK ON "CONTINUE"
- **TRANSACTION CONFIRMATION**
 - VERIFY ALL INFORMATION IS CORRECT.
 - CLICK-ON "CONFIRM" TO MAKE DONATION.
- **IF DONATION IS SUCCESSFUL, THE SCREEN WILL SHOW: *THANK YOU YOUR PAYMENT WAS RECEIVED***
- CLICK-ON "MAKE ANOTHER TRANSACTION" FOR MORE DONATIONS OR "LOGOUT" TO EXIT
- CHECK YOUR EMAIL FOR DONATION RECEIPT (MAY BE PRINTED IF YOU HAVE ACCESS TO A PRINTER)



SECUREGIVE – MOBILE/SMARTPHONE INSTRUCTION SHEET

YOU MUST HAVE A VALID PHONE NUMBER AND E-MAIL ADDRESS

DOWNLOAD THE APP & ACCOUNT SET-UP

1. GO TO IPHONE "APP STORE" OR ANDROID "GOOGLE PLAY STORE" (FORMALLY ANDROID MARKET)
2. SEARCH FOR "SECUREGIVE MOBILE" APP & THEN CHOOSE TO "INSTALL"
3. ONCE THE SECUREGIVE MOBILE APP HAS BEEN INSTALLED, CHOOSE TO LET THE APP FIND YOUR LOCATION & CHOOSE "HIGHEST PRAISE CHURCH OF GOD"
4. AFTER SELECTING HIGHEST PRAISE CHURCH OF GOD, YOU WILL BE PROMPTED TO "SET HOME LOCATION", CLICK-ON THIS BUTTON.
5. CLICK-ON "MAKE A DONATION"
6. CLICK-ON THE "GET STARTED" BUTTON (THIS IS ONLY REQUIRED FOR INITIAL ACCOUNT SETUP)
7. ENTER YOUR ACCOUNT INFORMATION IN THE BLOCKS PROVIDED-YOU MUST COMPLETE ALL OF THE INFORMATION BLOCKS TO SETUP YOUR ONLINE ACCOUNT. (*YOU MUST HAVE A VALID PHONE NUMBER & EMAIL ADDRESS TO CONTINUE.)
8. CLICK-ON THE BLUE "CREATE ACCOUNT" BUTTON, WHEN ALL DETAILS HAVE BEEN ENTERED
9. YOUR "SECUREGIVE" ACCOUNT IS NOW COMPLETE; YOU MAY NOW PROCEED TO SETUP THE DONATION & PAYMENT SECTIONS OR CLICK-ON "LOGOFF" TO EXIT THE SYSTEM. (TO SETUP THE DONATION & PAYMENT AT A LATER TIME, CLICK-ON "LOGOFF" TO EXIT SECUREGIVE.)

MAKING A DONATION

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- **DETAILS SECTION** - ENTER THE AMOUNT OF THE DONATION(S) IN THE APPROPRIATE DONATION FIELDS.
- **MESSAGE SECTION** - THIS AREA ALLOWS YOU TO WRITE A SHORT MESSAGE FOR THIS TRANSACTION (IF THE MINISTRY YOU WOULD LIKE TO GIVE TO ISN'T LISTED IN THE DETAILS SECTION THEN TYPE IN THAT MINISTRY NAME IN THIS FIELD.)
- **PAYMENT SECTION** – SELECT EITHER THE "CARD" TAB FOR CREDIT CARD OR THE "ECHECK ACH" TAB FOR AN ELECTRONIC CHECK
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