



## HOW TO SIGN UP FOR INTENTIONAL GIVING

Thank you for your interest in becoming an Intentional Giver! You can sign up on our website using your credit card to set up your monthly recurring donation. It's simple and secure plus you have complete control to make changes to the amount, cancel at any time, or change the credit card number.

### Here's how it works:

- Click on 'Donate' at the top of our website: <https://www.csl-whiterock.com/donate>
- Select your donation amount or choose 'Other' and put in any amount you are comfortable paying.
- Choose 'Monthly' for Donation Frequency.
- From the dropdown menu for Recurring Receipt, choose if you would like to receive a tax receipt every month or a cumulative tax receipt at the end of the year.
- If you're able to at this time, we greatly appreciate it if you can check the box to cover the credit card processing fee. Otherwise, leave it unchecked and we will cover it.
- You will then be asked to complete your contact information for the purpose of tax receipts.
- Next, you will be asked to provide your credit card information. Your credit card will be charged immediately and then once per month on the same day of the month until you choose to change or cancel your monthly donation.
- Finally, you will receive a **confirmation email that will provide a link should you ever want to make changes to your giving**. Please be sure to keep this email where you can easily find it should you need it. Note – in order to change your donation, you will need to 'cancel' your donation and go back onto our website and sign up again with a different amount or different credit card if that is what you wish to do.
- If you opted to receive a tax receipt immediately, then check your email for it. If you opted to receive a yearly receipt, then you will automatically receive it at the end of the year via email. It will give you an itemized list of every donation you made.

Thank you so much for supporting CSL White Rock! You are an essential part of our community.