These instructions are for using a web browser on a computer or laptop. For mobile users, go to your App Store and download the Tithe.ly app and follow the instructions.

1. Using a web browser go to 'get.tithe.ly'. If it is your first time using the service, click or hover over 'SIGN UP FOR FREE' in the top right. A drop-down will appear where you will select 'GIVE TO YOUR CHURCH'.
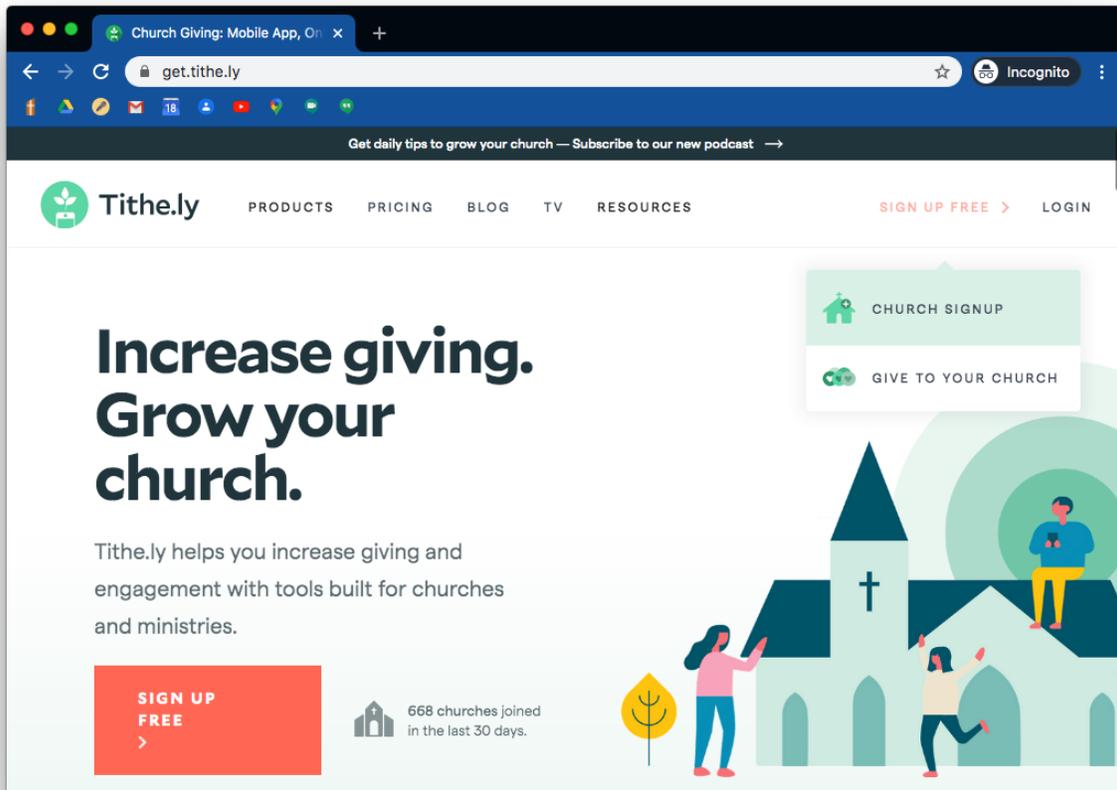
2. Click on 'GIVE ONLINE' (rightmost button at the bottom)
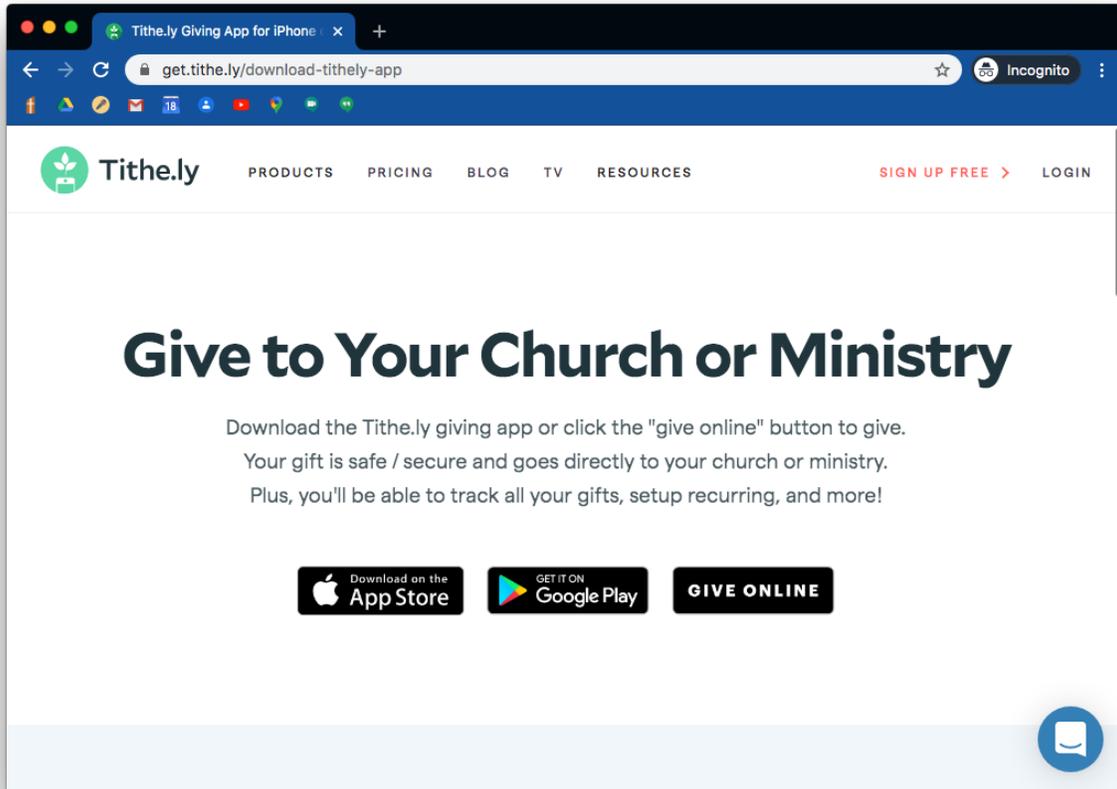
3. Allow Tithe.ly to know your location to help you find Varsity Acres Presbyterian in the listing.
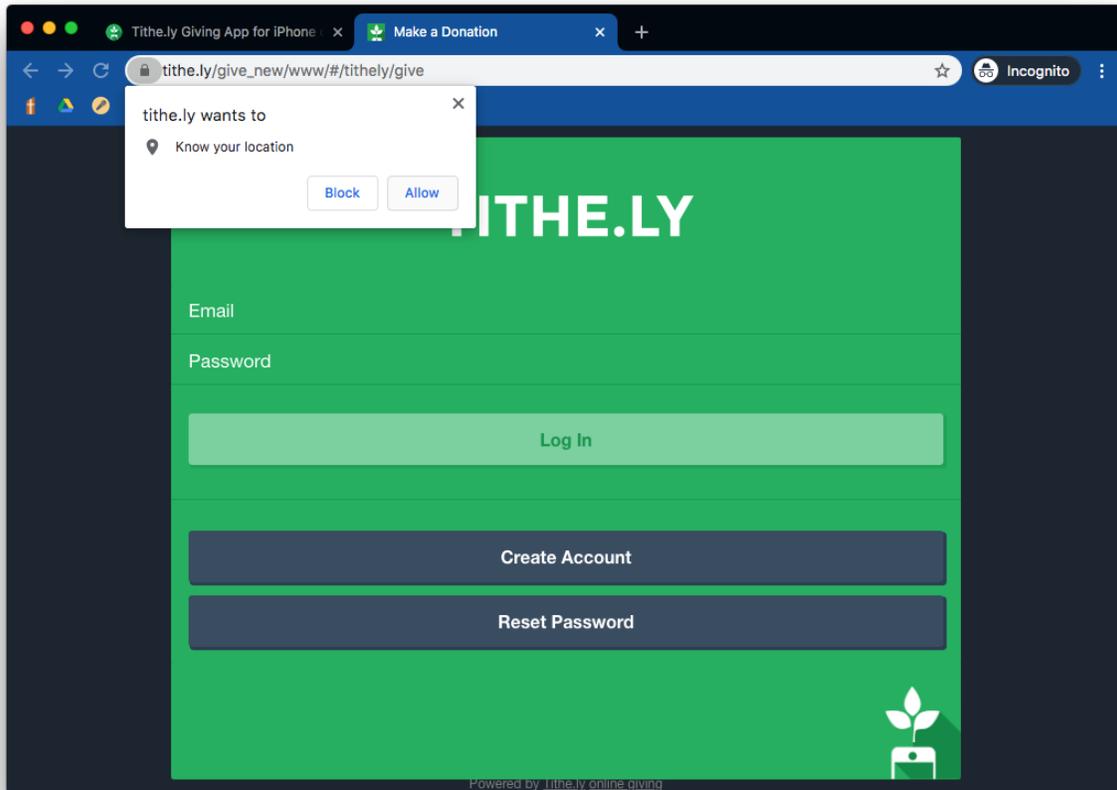
4. If it is your first time using this service, click 'Create Account'
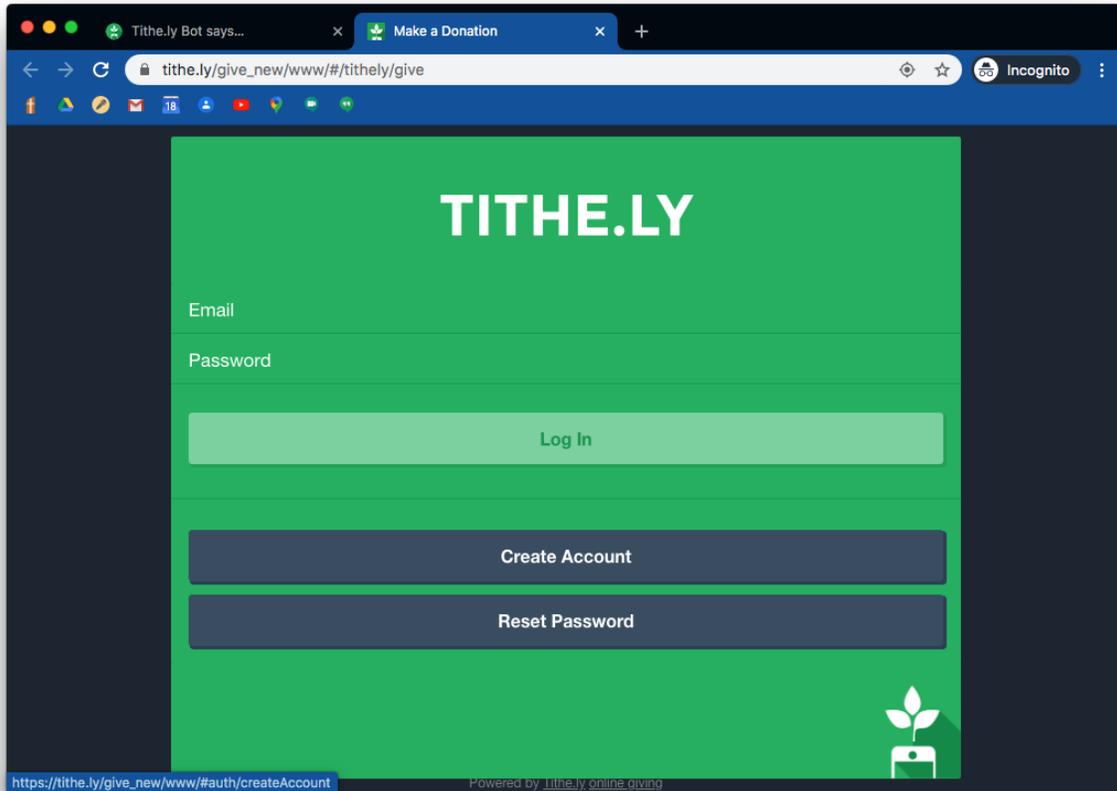
5. Add the required information then click 'Submit'. Remember your PIN as you will be asked for it on the next screen to confirm you are who you are.

6. Tithe.ly will try to pick a church close to you which likely is not Varsity Acres Presbyterian Church. To select our church, go to the search area at the top (look for the magnifying glass at the right of the field) and start typing in 'Varsity Acres…' and you will see our church and address appear below. Click on our church - 'Varsity Acres Presbyterian Church'.
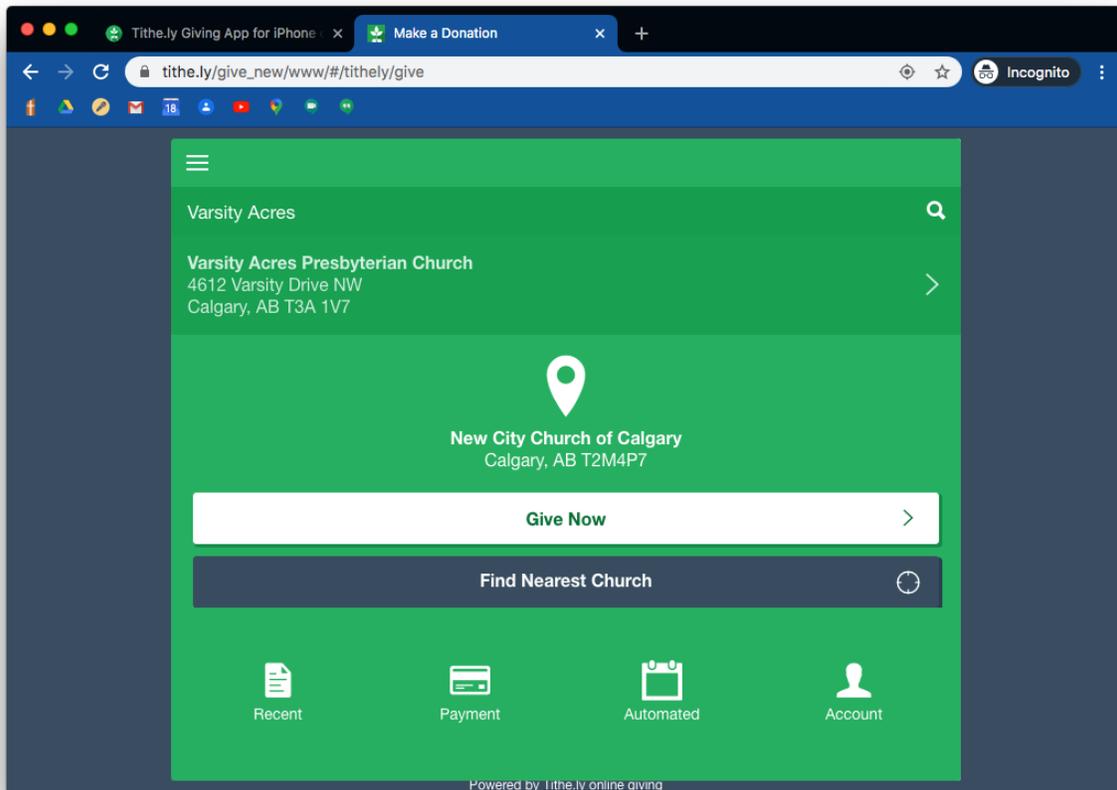
7. If it is the first time giving, you will need to add a credit or debit card. Click the '+' button top right.
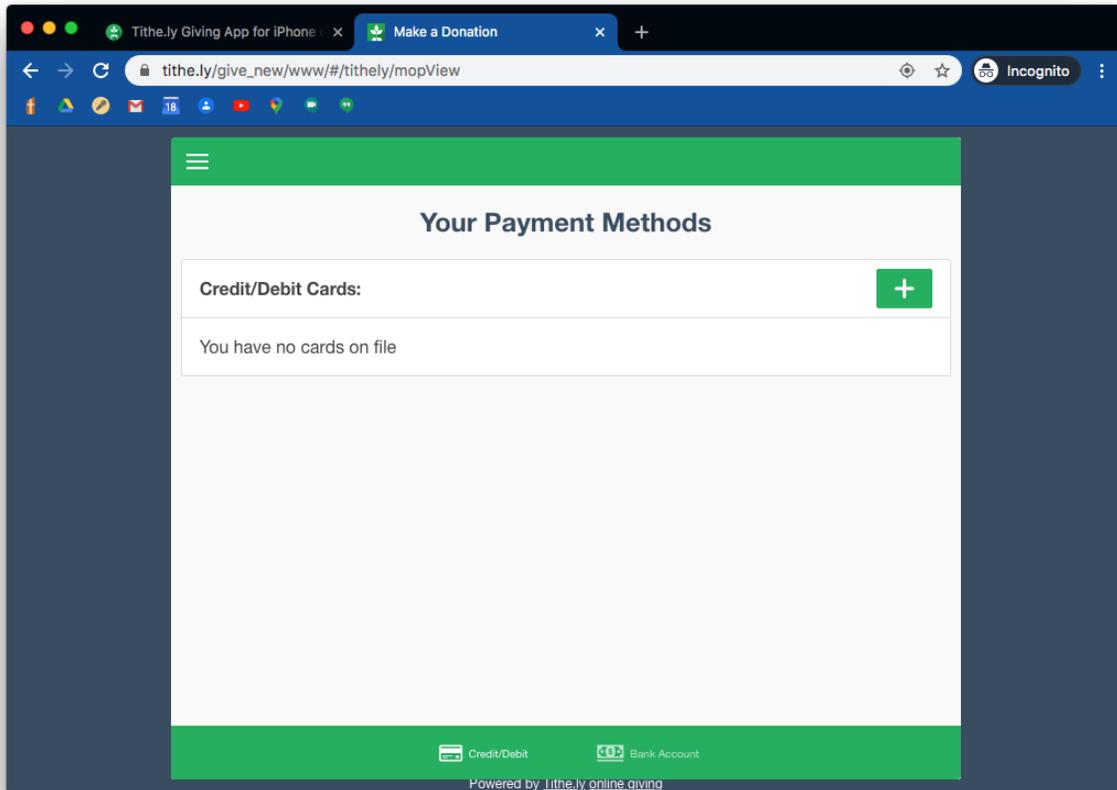
8. Enter the credit card or debit card details to add the payment detail. Select 'OK' to acknowledge the card is successfully saved.
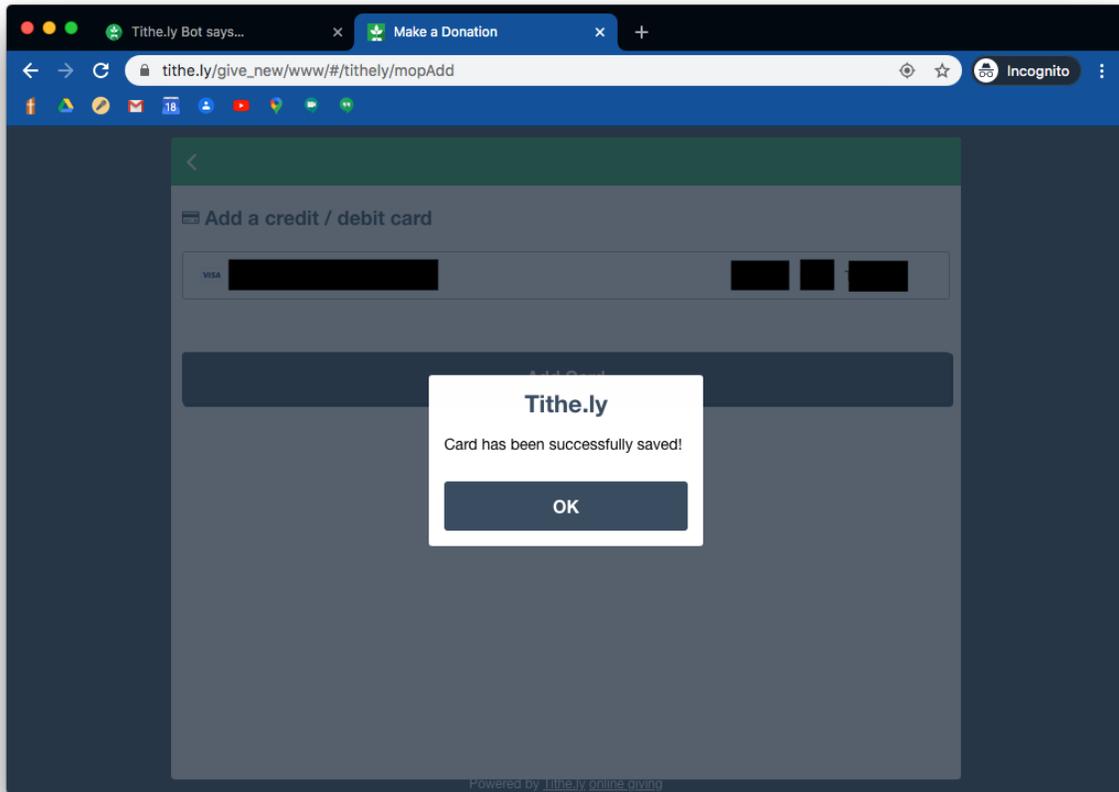
9. On the giving page provide the gift details and select the appropriate place to direct the gift. The default is the 'General Fund'. This fund provides our church with the most flexibility in fulfilling our mission and sustaining the life of the church.
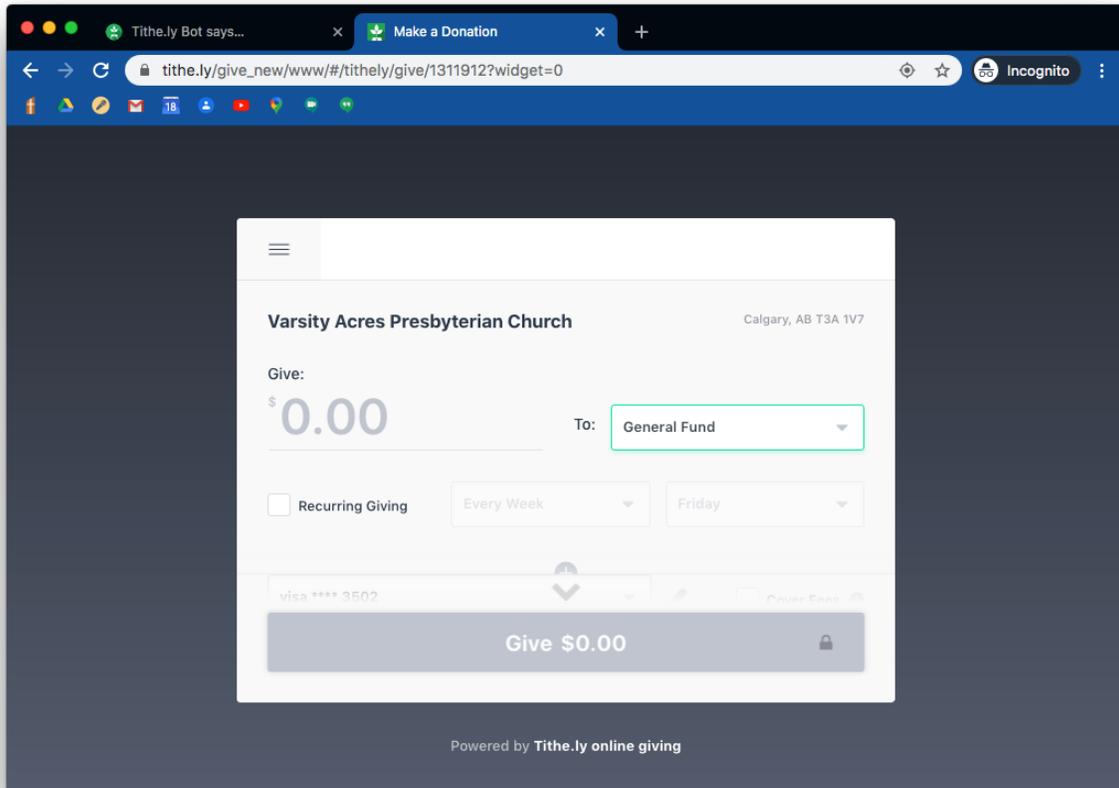
10. There are transaction fees that apply to online giving ($0.30 per transaction and 2.9% bank processing fee). Consider clicking the box 'Cover Fees' so the church receives the full gift stated, otherwise these transaction fees will be subtracted from the stated amount. Click the 'Give *amount*' button at the bottom to authorize the secure transaction.
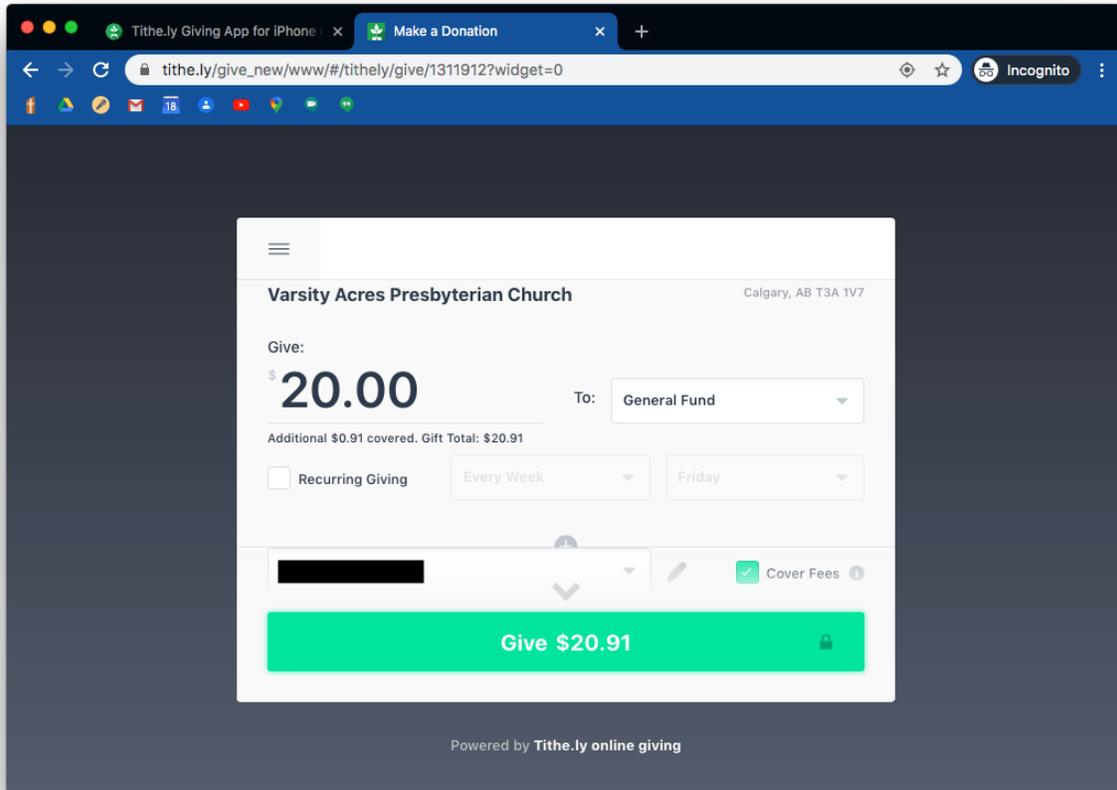
11. Acknowledgement of the gift is provided after the secure transaction is complete. You can close the page at this point.
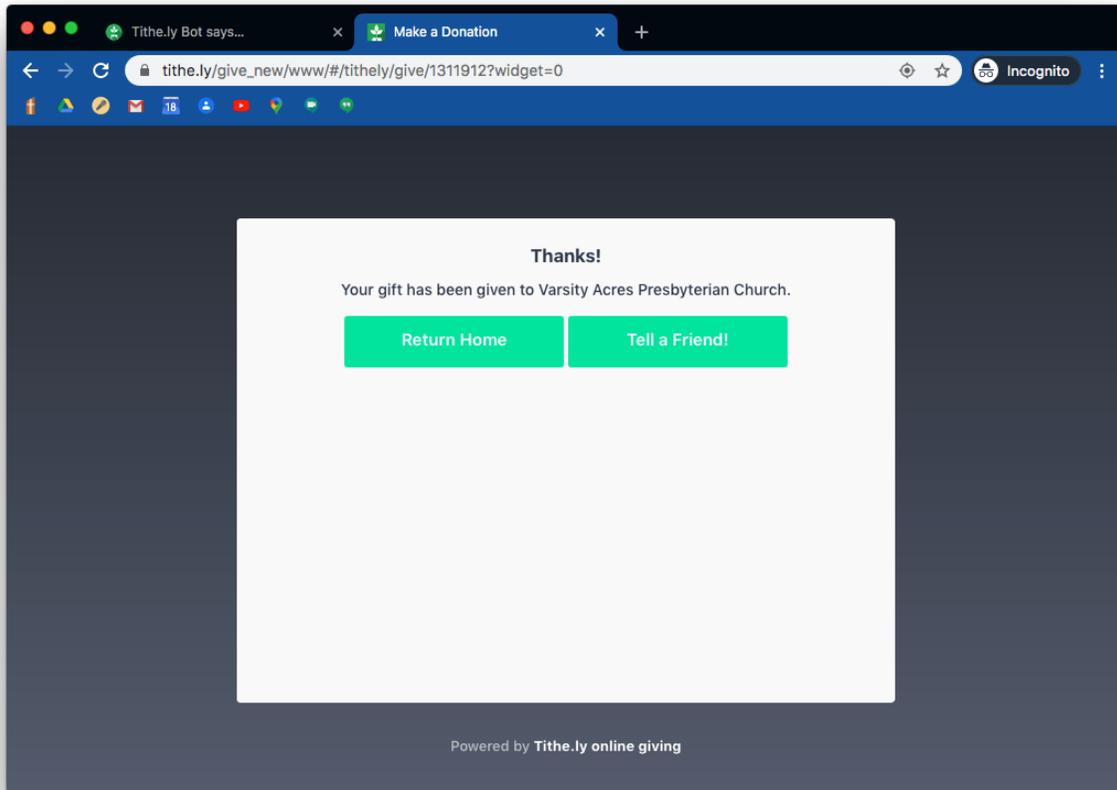
Should you wish to give by other means (Pre-Authorized Remittance (PAR), Interac e-Transfer or cheque) please contact our Treasurer at treasurer@vapc.ca. Thank you for your generosity and your faith in sustaining the mission of our church - 'One in Christ, Reaching Out to Many'.