1. **Welcome to the new FUS secure giving portal.** If you are already a Sustaining Steward, begin by clicking the *Manage Pledge* button circled in red below. If you are not a Sustaining Steward, begin by clicking the *Pledge Now* button circled in black.

![Secure Giving Portal Screenshot](image1.png)

2. This is a new portal so you will need to complete the one-time registration process before logging in. Click either the registration button or the word *Register* as circled below.

![Register Button Screenshot](image2.png)

3. Fill in your contact information and click *Submit*. The system will authenticate your registration request by matching what you input with our files.

![Registration Form Screenshot](image3.png)
4. Congrats! You’ve completed the one-time registration process. You won’t need to complete this process again!

5. Now you can login by filling in the email address or mobile phone number in the field highlighted in yellow below and then click **Send a Link to Login**. Be sure you use the same email/phone number you used when you registered.

6. Next go to your personal email and find the message from First Unitarian Society with the subject line. “Here is your single use to login to First Unitarian Society.” Open the message and click the **Login** button.

7. You are now back at the My Pledges page. You will see a "Welcome Back" message, as highlighted in yellow below. Depending on your browser, the login widget may be large, so you’ll have to scroll down to see the Navigation Bar.
8. If you are a Sustaining Steward, review the pledge information that is displayed and make revisions if needed. To view any recurring giving that is set up through this portal, select Recurring Gifts in the navigation bar and make revision if needed. If no revisions are needed, thank you for your generosity to FUS! You are finished and may logout.

9. If you are not a Sustaining Steward, create a pledge for the 2021-2022 fiscal year which begins July 1, 2021, and continues through June 30, 2022, by clicking the Create button.

10. Input the amount you plan to contribute for the year in the amount box and complete any other requested information. When you are finished click the Save Pledge button.

11. A summary of the pledge you just created will appear. If you intend to use a payment method other than credit card or bank account, you are done! Simply log out. Thanks so much for your generosity to FUS!
12. If you would like to make your contributions via credit card or bank account, scroll down and choose the appropriate button.

13. To make a monthly contribution, input the amount you wish to contribute each month. Scroll down to select your payment method and complete your account information. When you are finished, click the Complete Gift button. You are done! Thanks so much for your generosity to FUS! You may now logout.

14. If you intend to make a one-time, lump-sum donation, fill in the total amount of your gift then scroll down to select your payment method and complete your account information. You are done! Thanks so much for your generosity to FUS! You may now logout.