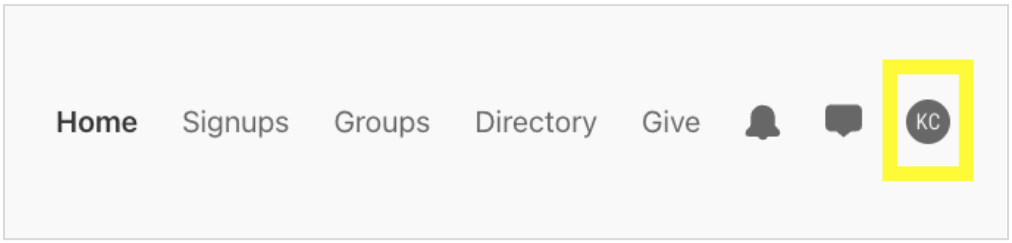
The Lutheran Church of the Holy Spirit

How to View Your Giving in Church Center

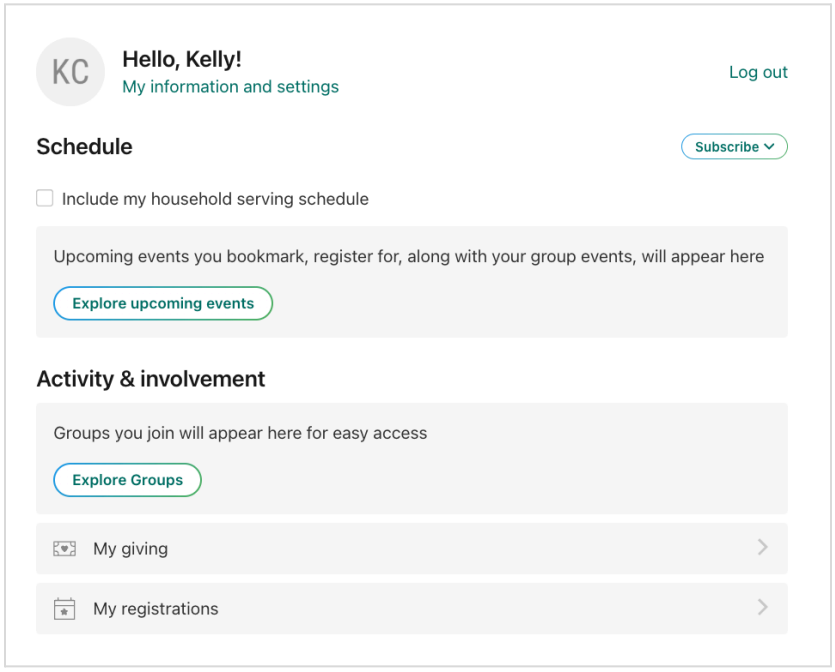
If you have set up a Church Center account, your recurring gift, payment methods, and other important information are available to you whenever you wish to view them.

1. **Browse to lchsemmaus.churchcenter.com/login and log in.**
   No password is needed. You can choose to have a verification code sent to either your mobile phone or email address.

2. Once logged in, click on the profile icon at the top right of the Church Center page. The profile icon may have a gray circle with your initials in it or your profile picture.

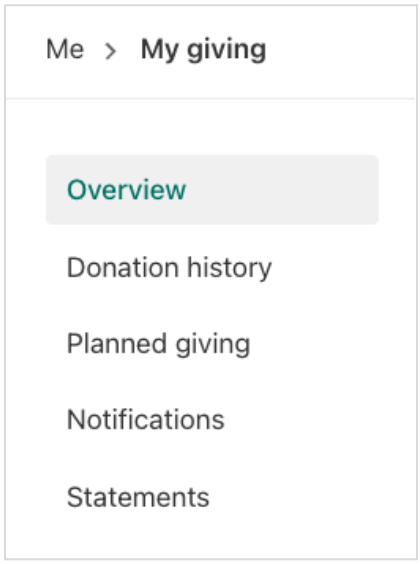


3. Scroll down and choose the “My Giving” option.

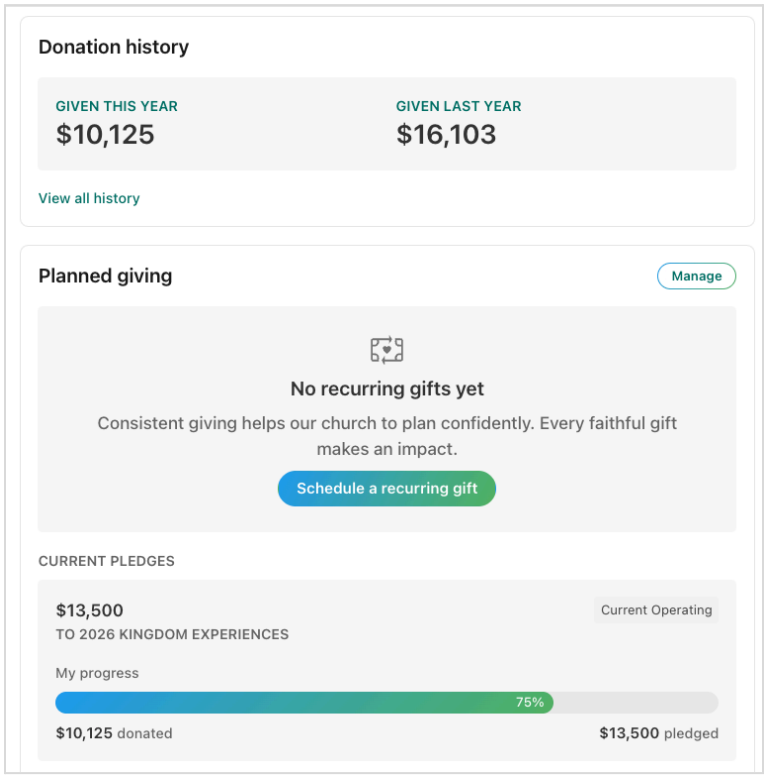


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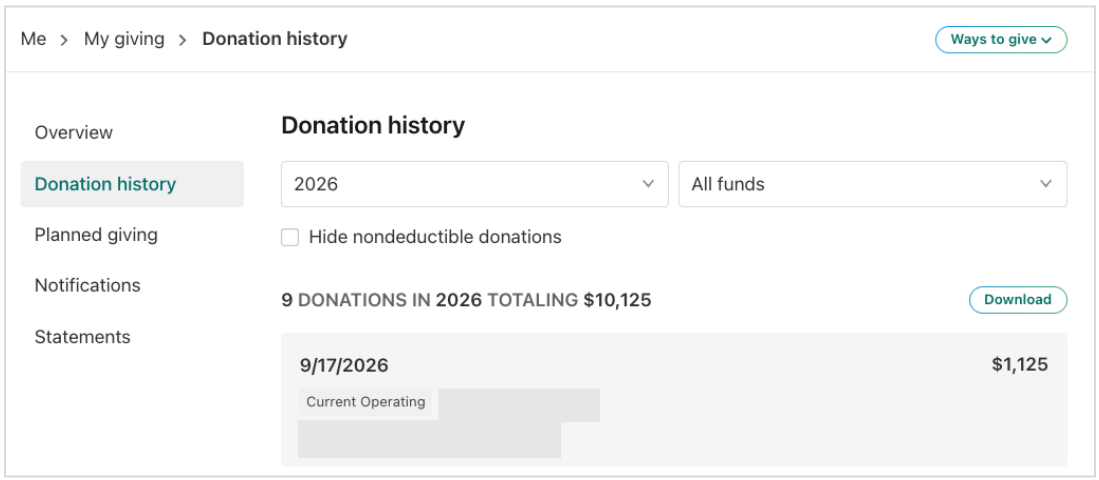
Overview of My Giving Menu



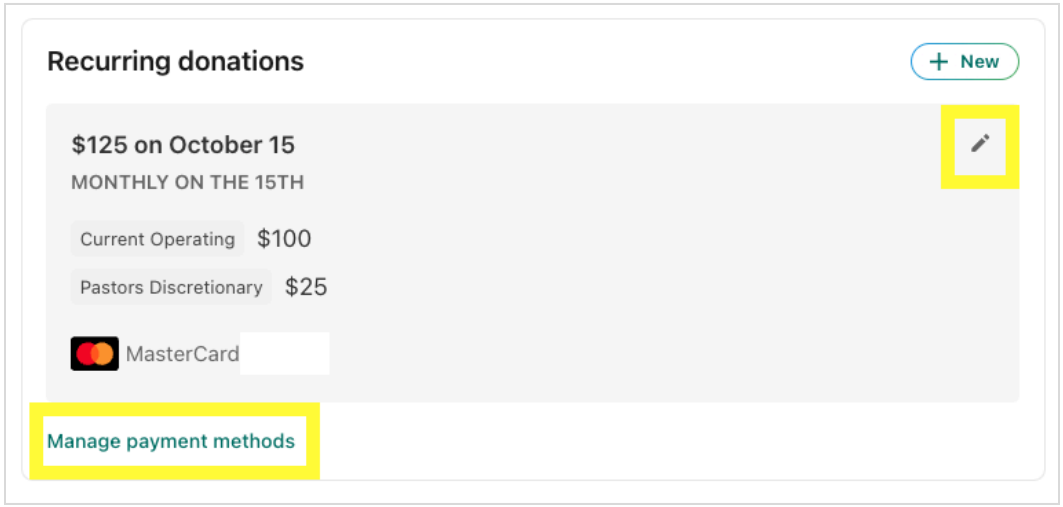
- ***Overview:*** shows what you have given so far this year compared to last year.



- ***Donation History:*** shows a list of donations you have made to the church and lets you filter by year or fund.

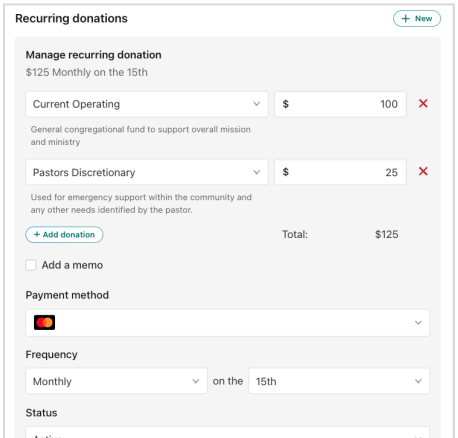


- ***Planned Giving:*** You can view your recurring donations in your Church Center profile as well as edit or delete them.

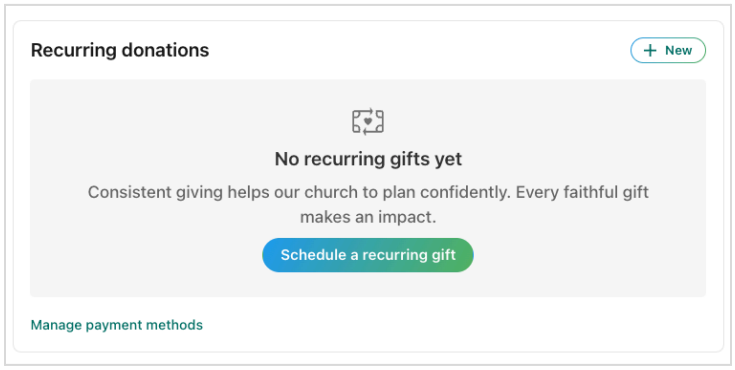


If you wish to view or update your payment methods saved in your account, you can do so by clicking the **"Manage Payment Methods" link** under the recurring gifts area.

To edit or delete your recurring donations, click on the pencil icon to the right of your recurring donation.



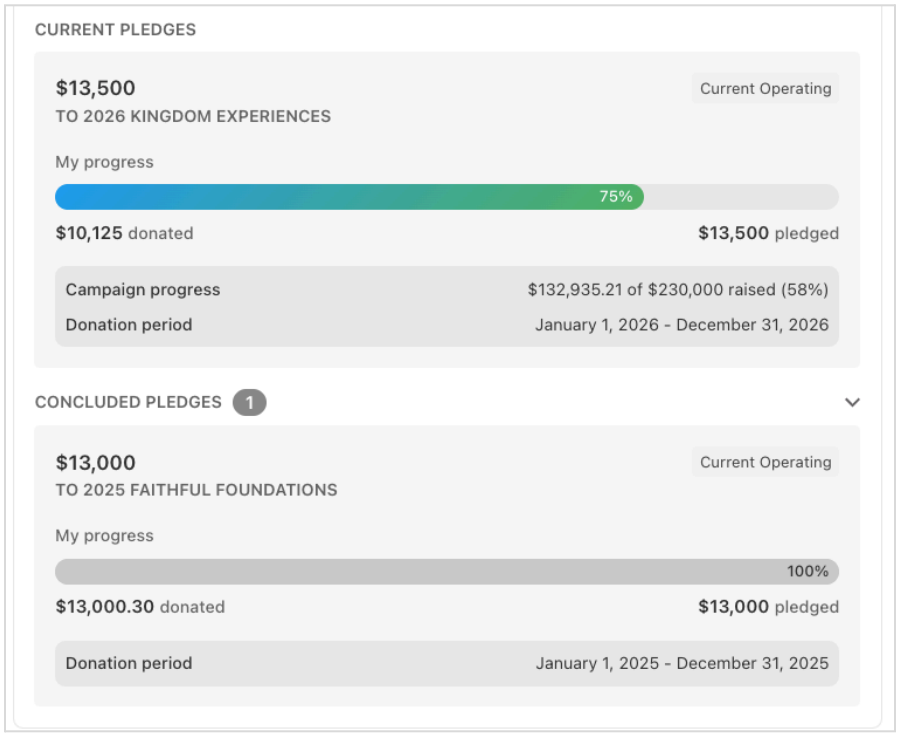
If you do not have a recurring gift set up yet, below is what you will see instead in the Recurring Donations area.



To set up a recurring gift, click on the *"Schedule a Recurring gift"* button to set up a gift either weekly, every other week, monthly, twice monthly, or once a year.

- ***Pledges:*** If you submitted a pledge for a campaign, your pledge information will be available under the Overview and Planned Giving tabs.

As you make donations towards your pledge, the system will automatically track your progress toward your total pledge amount.



- ***Notifications:*** Where you can choose if you wish to receive donation receipts and to which email address.

- ***Giving Statements:*** Your giving statements will be made available under the statements tab as well.

  Click on the statement name or the downward arrow to download the statement PDF to your device.

