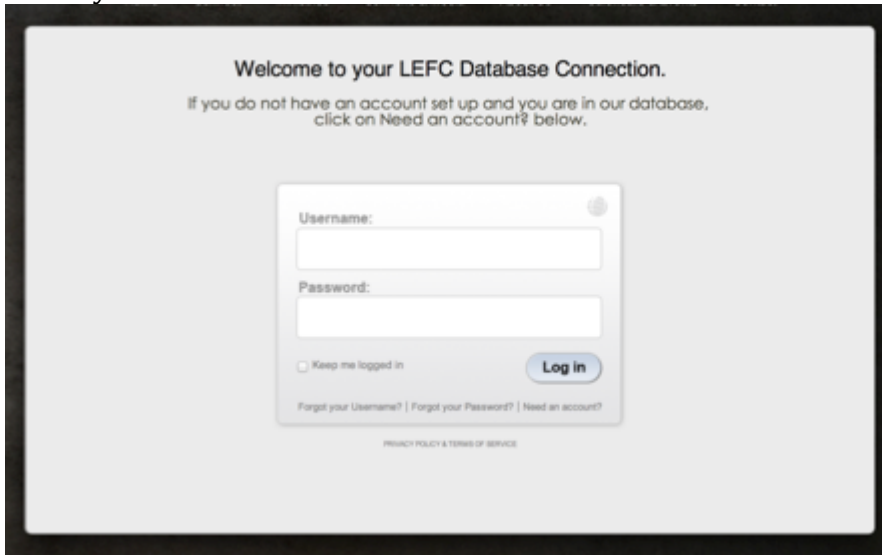


Procedures for setting up online access to the LEFC Directory and Giving

1. Go to www.lefc.net then under About Us and LEFC Directory page.
2. When you see this screen click on **Need an Account**.



Welcome to your LEFC Database Connection.

If you do not have an account set up and you are in our database, click on Need an account? below.

Username:

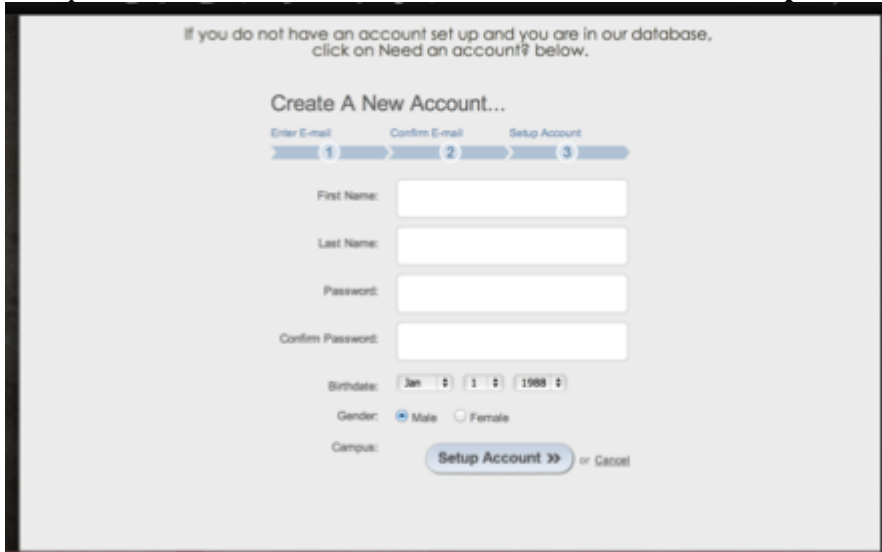
Password:

Keep me logged in

[Forgot your Username?](#) | [Forgot your Password?](#) | [Need an account?](#)

PRIVACY POLICY & TERMS OF SERVICE

3. Complete the New Account Screen and then click on **Setup Account**.



If you do not have an account set up and you are in our database, click on Need an account? below.

Create A New Account...

Enter E-mail Confirm E-mail Setup Account
1 2 3

First Name:

Last Name:

Password:

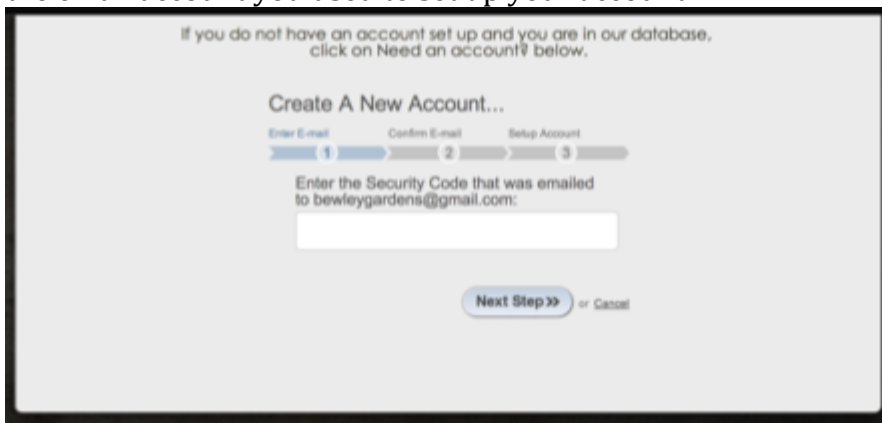
Confirm Password:

Birthdate: Jan 1 1988

Gender: Male Female

Campus: or Cancel

4. You will then see this screen telling you to check your email for a security Code that was sent to the email account you used to set up your account.



If you do not have an account set up and you are in our database, click on Need an account? below.

Create A New Account...

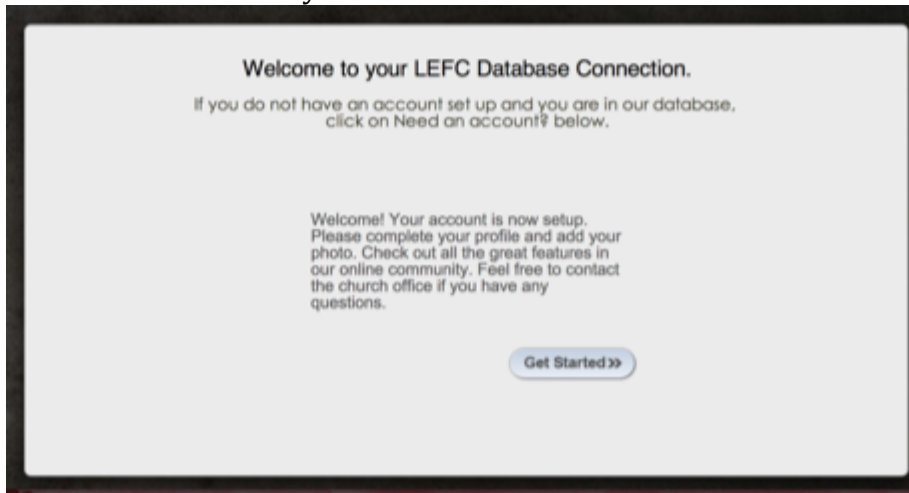
Enter E-mail Confirm E-mail Setup Account
1 2 3

Enter the Security Code that was emailed to bewleygardens@gmail.com:

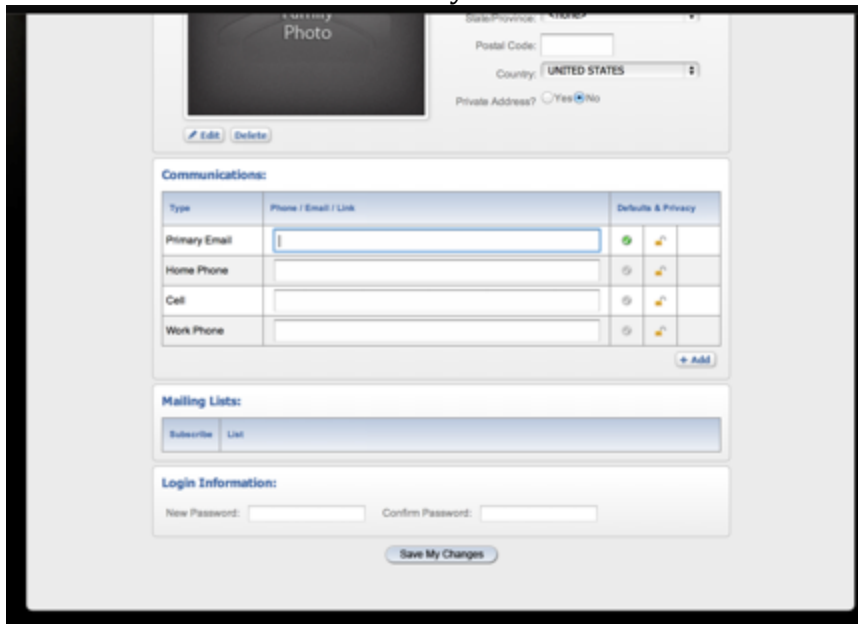
or Cancel

5. After you enter the Security Code Click on **Next Step**.

6. Read the Welcome to your LEFC Database Connection screen and Click on **Get Started**.



7. You will then be given access to the Online Database and should complete as many fields as possible. You do not have to allow your information to be seen by anyone else. Simply click on the lock beside the information that you do not want to be visible to the LEFC Public.



8. You can add your bank account information and make a one-time gift or set up a recurring gift.

9. To set up giving click on the Giving tab. Then click on "Click Here to Give Now."

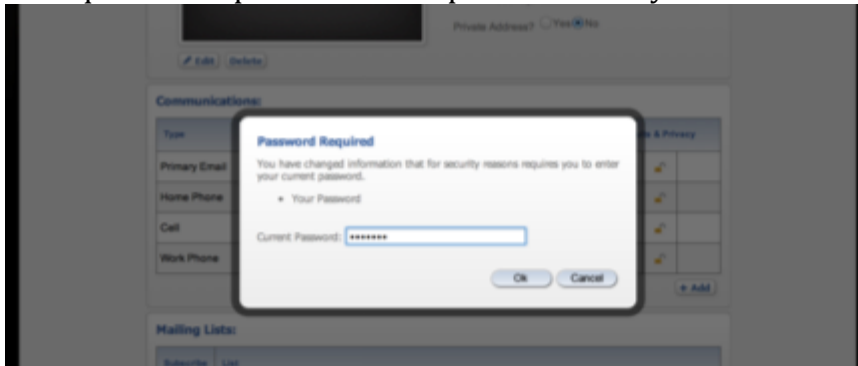


10. Complete your bank information, your giving amount and designation and then click **Submit**.



The screenshot shows a web page titled "Welcome to your LEFC Database Connection." Below the title, it says "If you do not have an account set up and you are in our database, click on Need an account? below." There is a navigation bar with links for "My Info", "Church Directory", "My Groups", "Ministries", "Events", and "Giving". The main content area is for making a gift to LEFC. It includes a "Payment Method" dropdown set to "Auto card on file" with "Add" and "Delete" buttons. There are input fields for "Gift Amount" and "Designated Fund" (set to "General Fund"). A green link says "Add Another Amount & Designation To This Gift". Below that is a "Recurance" dropdown set to "None" and a date field for "Change my account on or after:" set to "3/18/2013". A note states: "Your donation (and any recurrence) will take place on your target date or the following banking day. More about ACH dates and cancellations." There is a "Comments:" text area and a checkbox for "Send an email reminder to bevellygardens@gmail.com to come back to this site". At the bottom are "Submit" and "Cancel" buttons.

11. Before you logout set up a New Password at the bottom of the screen. When you do this you will be required to input the current password that you were emailed to gain access.



The screenshot shows a "Password Required" dialog box overlaid on a user profile page. The dialog box has a title "Password Required" and a message: "You have changed information that for security reasons requires you to enter your current password." Below the message is a label "Your Password:" followed by a text input field containing "*****". At the bottom of the dialog box are "Ok" and "Cancel" buttons. The background page shows sections for "Communications" (with fields for Type, Primary Email, Home Phone, Cell, Work Phone) and "Mailing Lists".

12. Whenever you login to the Online Directory for any reason please logout when you are finished. This will help to keep the site secure.