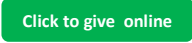


# Adventist Giving Online (AGO) Tutorial

**Adventist Giving Online (AGO) is Church specific**, and you need to visit the MZFC Website at "[mtzion.ca](http://mtzion.ca)" to avail yourself of the facility. In order to use this facility, you need to have a **Credit Card** and **email address**. All commission & fees are jointly paid by NAD, GC & OC. Our church does not pay a cent towards the fees. Your full donation is credited to you and receipted at year-end as the case maybe. You may donate as many times as needed during the month. The Treasury team gets a detailed report twice a month for posting into our Church book, while the money is transferred to MZFC Bank account twice a month four (4) business days after the cut-off date of 15<sup>th</sup> & month-end.

## Here are the steps to follow:

1. In the URL box of your browser, enter [mtzion.ca](http://mtzion.ca). This will take you to the Mount Zion Website.
2. Click on the "**Online Giving**" tab located at the upper right quarter section of the screen. This will open a page displaying Stewardship information, Personal Giving Calculator, as well as the weekly offering focus.
3. To start the AGO dialogue, click on the green button  or on "Adventist Giving Online" title.
4. If you are a "Registered" or subsequent user, **go to step 12**.
5. For **first time users** there are 2 way to register, but the easiest way is to click "**Log in**" at the upper right corner of the envelop screen, and then click "**Sign Up**" in the pop up screen (see image 1 below). Leave the email address and password blank.

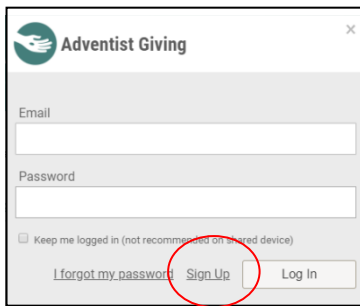


Image 1

6. Personal Info screen (Image 2 at right) will display next for you to fill in as well as password set up.
7. Make sure you fill in all the required information. You will be prompted for any missing information.
8. Your address must match the address of the Credit Card you will be using when you are ready to give.
9. Once your Personal Information is complete and new password is entered, click "**Register**", and a message screen (see Image 3 at right) will be displayed telling you to go to your email inbox and verify your email address. This process is part of the security procedure for your protection.

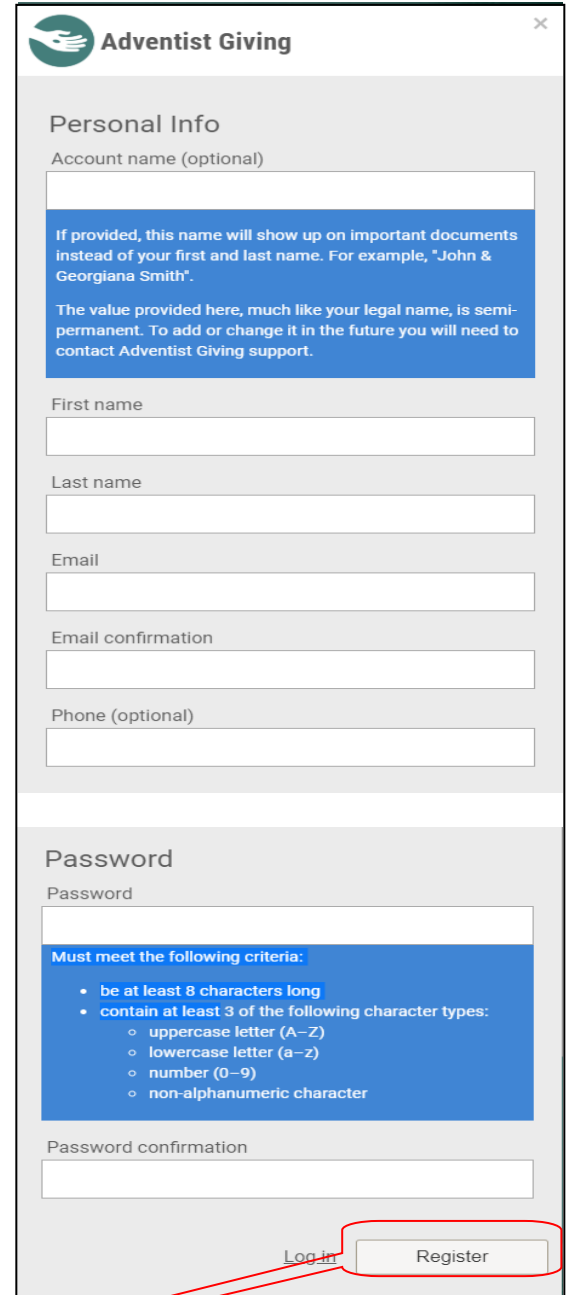


Image 2

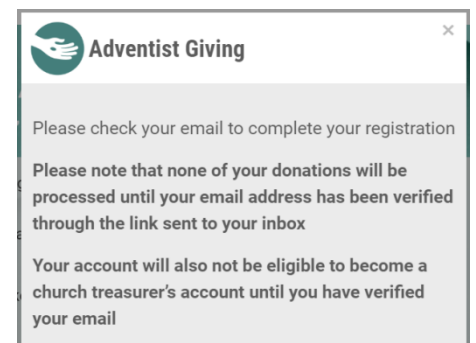


Image 3

10. You will find in the email, a link which you need to click to verify your email address and complete your registration.
11. Once your email is verified, you are now ready to go back to the Online Giving page as a Registered User.
12. For **subsequent or registered users** you need to fill in the envelop information (see Image 4 below) before you click continue.
  - a. Enter the breakdown of your giving (ie. Tithe, Church Budget, Ontario Advance, etc). Everytime you give tithe, **please remember to give also to Church Budget** (suggested giving guide is 3-5% of your Tithed Income).
  - b. Click “More Offering Categories” if the item you wish to give to is not displayed on envelop. There are 3 section on envelop (Local Church, Conference/Union, and World), each has their own hidden offering categories which you may be interested to give. Select the offering item you wish to give to and the item will be displayed on the envelop for you to enter the amount.
  - c. Total is automatically calculated.
  - d. When you are done, click Continue and a box with 3 choices (Login, Register or Guest) are displayed. See Image 5 below.
  - e. Select “**Log in**” and a new box to enter your credentials is displayed.
  - f. Click “**Login**”.
  - g. On successful login, you will be prompted for Credit Card payment. (Debit Card does not seem to be working in Canada).
  - h. Enter your Credit Card number as well as all pertinent information needed to process your payment.
  - i. After the payment is accepted, a receipt will be emailed to you for your record. Also, for your convenience all of your historical donations are kept, which you may see by clicking your name at the upper right corner and selecting “Account History & Profile” after Login.

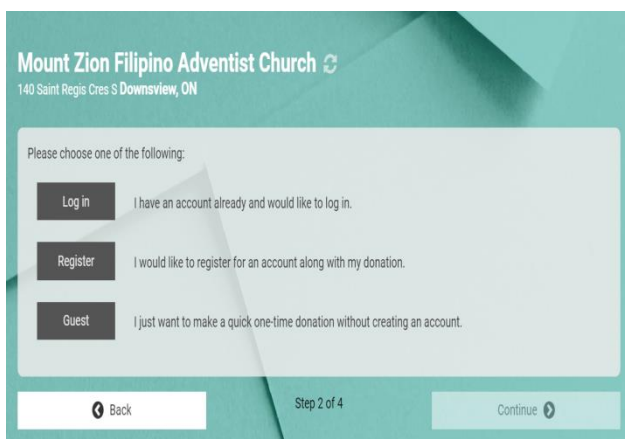


Image 5

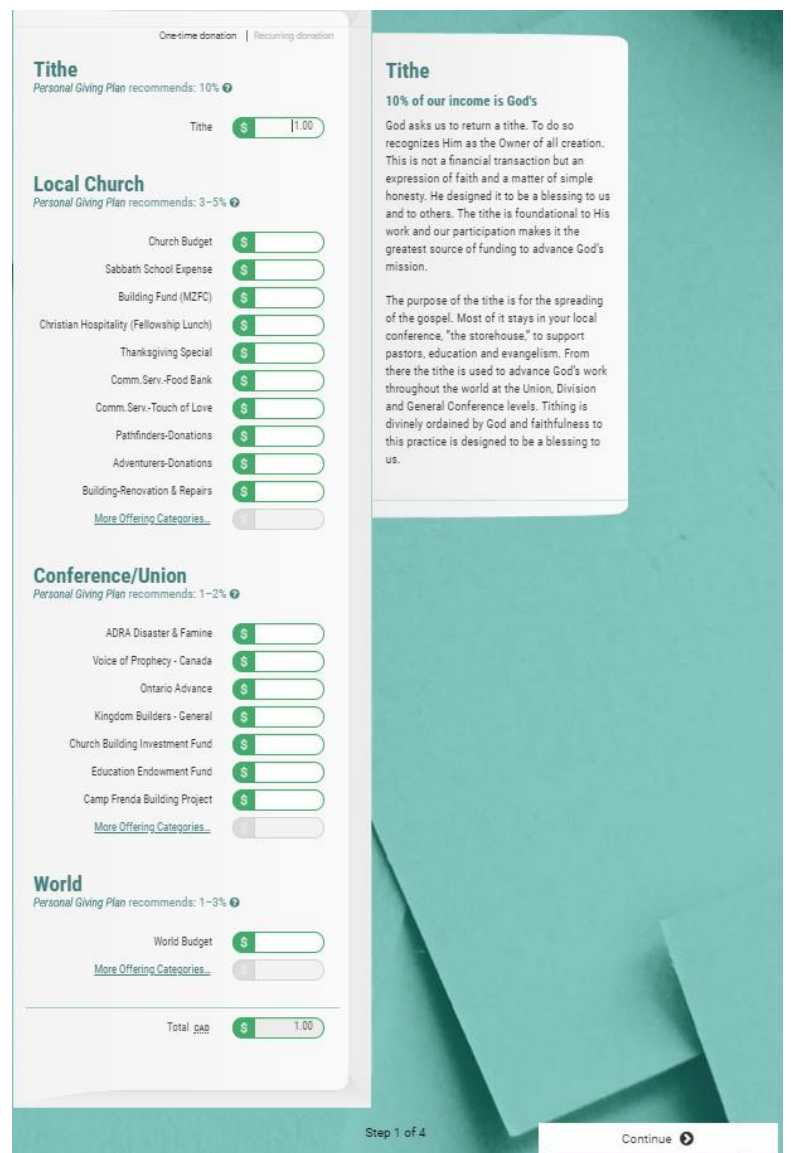


Image 4

## HOW TO SET UP RECURRING GIVING

1. If you have a fixed income and would like to have your giving automatically charged to your card, click on **Recurring Donation** at the upper right corner of the displayed envelop at right.
2. Select the Repeat Interval by selecting the appropriate period for you from the pull down list.
3. Enter the Start Date when you want the first time to charge your card.
4. Enter the breakdown of your giving (ie. Tithe, Church Budget, Ontario Advance, etc). **Everytime you give tithe, please remember to give also to Church Budget** (suggested giving guide is 3-5% of your Tithed Income).
5. Click "More Offering Categories" if the item you wish to give to is not displayed on the envelop. There are 3 section on the envelop (Local Church, Conference/Union, and World), each has their own hidden offering categories which you may be interested to give. Select the offering item you wish to give to and the item will be displayed on the envelop for you to enter the amount.
6. Total is automatically calculated.
7. When you are done, click Continue and the payment screen will be displayed.
8. Enter your Credit Card number as well as all pertinent information needed to process your payment.
9. Your Credit Card number and pertinent information will be remembered by the system for future payments (see image 7).
10. You may also enter (optionally) multiple Credit Cards for your convenience.
11. As a side note, if you would like to automate payment to your Credit Card, you need to set up a recurring payment through your bank account in accordance to the timing of your income. Remember that most banks, provide a grace period of 21 days before any charges attracts interests.

One-time donation | **Recurring donation**

### Tithe

Personal Giving Plan recommends: 10%

Tithe \$ 1.00

### Local Church

Personal Giving Plan recommends: 3-5%

- Church Budget
- Sabbath School Expense
- Building Fund (MZFC)
- Christian Hospitality (Fellowship Lunch)
- Thanksgiving Special
- Comm.Serv.-Food Bank
- Comm.Serv.-Touch of Love
- Pathfinders-Donations
- Adventurers-Donations
- Building-Renovation & Repairs

More Offering Categories...

### Conference/Union

Personal Giving Plan recommends: 1-2%

- ADRA Disaster & Famine
- Voice of Prophecy - Canada
- Ontario Advance
- Kingdom Builders - General
- Church Building Investment Fund
- Education Endowment Fund
- Camp Canada Building Project

More Offering Categories...

### World

Personal Giving Plan recommends: 1-3%

- World Budget

More Offering Categories...

Total \$ 1.00

Step 1 of 4

Continue

Image 6

Mount Zion Filipino Adventist Church

140 Saint Regis Cres S Downsview, ON

I would like to pay for this with

New Div Card 02/2021 Edit nickname Delete

New credit/debit card

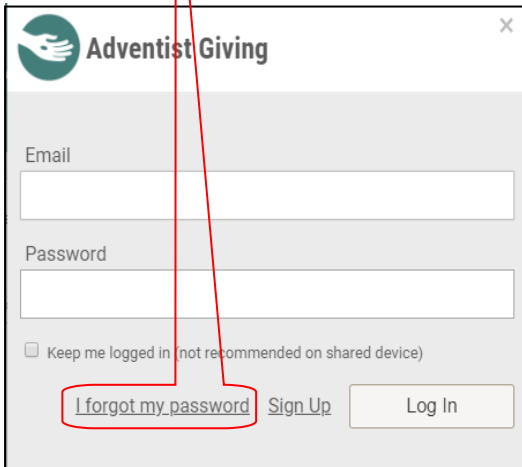
I have read and understand the Privacy Policy

Back Step 2 of 3 Continue

Image 7

## TO RESET LOST OR FORGOTEN PASSWORD

1. If you forgot your password, resetting is easy.
2. Visit the Adventist Online Giving (AGO) in MZFC Website, and start the AGO dialogue by clicking the orange [Click Here](#) button .
3. Click Login at the upper right corner on the displayed screen, and the Adventist Giving box (see image 8 at right) will be displayed.
4. Click **"I forgot my password"** and another pop up box will be displayed.
5. Enter your email address in the pop up screen (see image 9) and click "Submit".
6. You will receive an email message in your inbox to reset your password. Click on the provided link and you will be asked to enter and confirm you new password.
7. You are now ready to use your new password.



Adventist Giving

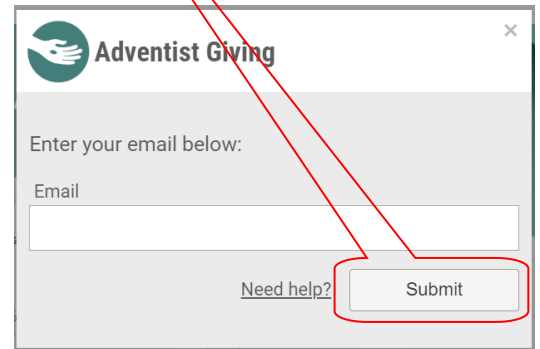
Email

Password

Keep me logged in (not recommended on shared device)

[I forgot my password](#) [Sign Up](#) [Log In](#)

Image 8



Adventist Giving

Enter your email below:

Email

[Need help?](#) [Submit](#)

Image 9