

### **How to Establish a New Giving Schedule:**

1. Go To [Floris Online Giving](#)
2. Enter your login information or select “Sign Up” to create a login.
3. On the right hand side click on the green button “Schedule Giving”
4. Select the fund and sub-fund (if applicable) and enter the amount you would like to give in each installment. If you would like to give to multiple funds, click the green button for “add another.” Click “continue.”
5. Select the frequency you would like to give and the beginning date. Click “continue.”
6. At the top, select your method of giving- personal check or credit card. Enter the requested banking or credit card information. Click “continue.”
7. Review your schedule settings, click the box at the bottom to indicate you understand the schedule parameters, and click “process this schedule.”
8. You will be directed to the “schedules” tab where your schedule will appear on your list of schedules.