

1. **Download** the GM Life App by searching “**Glen Meadows**” in the Apple **App Store** or Google **Play Store**.
2. Open the app and login by **clicking on the silhouette** of the person below the topmost graphic, then click “**Sign In.**”
3. Enter your **username and password**. If you are not sure if you have an account already, click “**Forgot Username/Password?**” and try to recover the information.
4. After logging in with your username and password, you will be prompted to create a **four digit PIN**.
5. Return to the **Home Screen** by clicking the **back** button.
6. One the Home Screen, scroll down all the way and you will see the picture with the words “**Tithes & Offerings**” on the **bottom left**.
7. **Tap** the picture, and **two options** will appear: “**One-Time Giving**” and “**Recurring Giving.**” Select whichever one you would like to do at this time.
8. Enter your **PIN**.
9. Since you are logged in, your basic information will automatically populate, but you will need to **click** on the “**+ Additional Funds**” link, which will present a **drop down menu**, from which you may select the appropriate fund. If you selected “**Recurring Giving**” you will also be required to set up a **frequency** at which you would like this transaction to occur.
10. Now **enter the dollar amount** of your gift, fill in the Debit/Credit Card or Bank Account information, then click “**Make Gift.**”