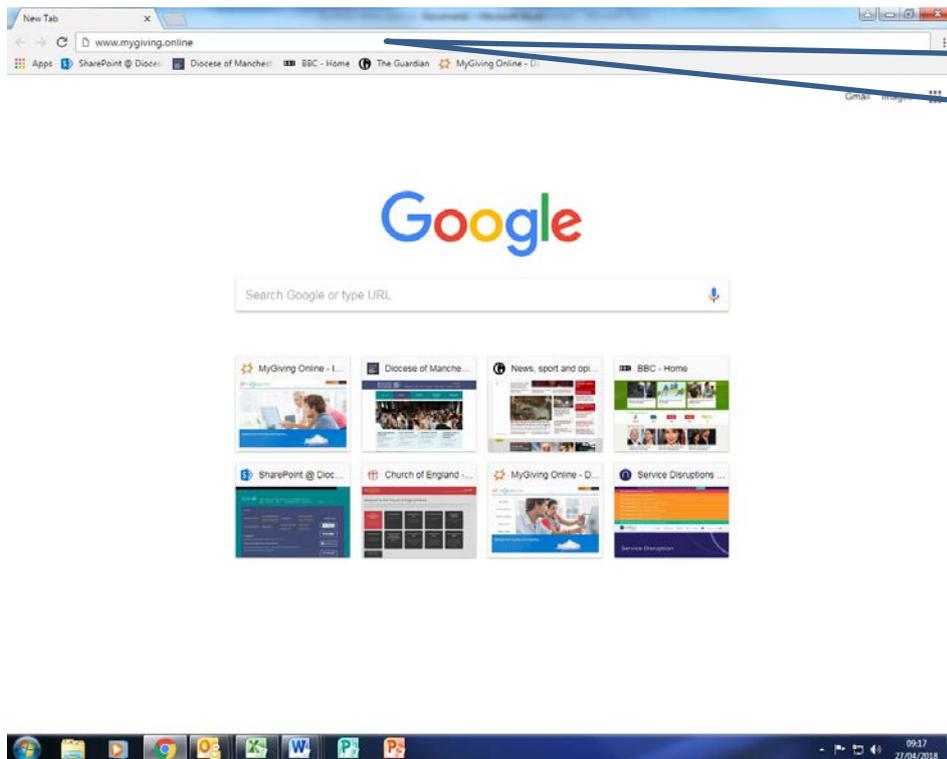


GAL1 - How to log in and log out

This guide shows you how to open up the Gift Aid Lite system on your computer. It also shows you how to log in and log out.

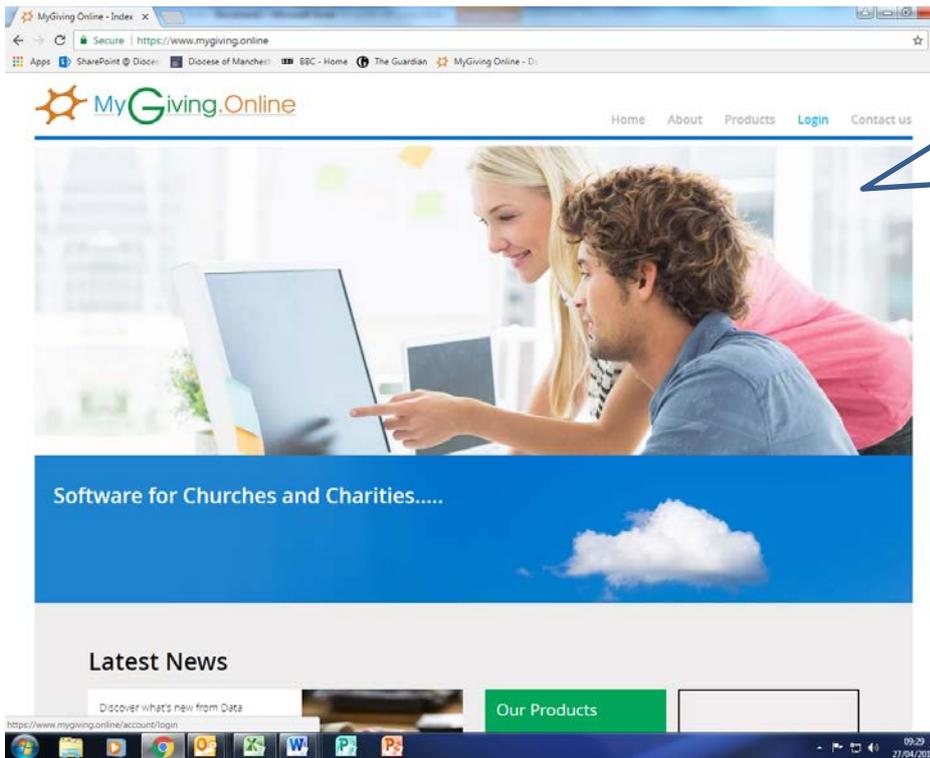
Initially you'll need to open up the internet browser you use on your computer (e.g. Edge, Chrome, Internet Explorer, and Safari). Once this has opened up, you need to follow the four steps described below.

- Step 1



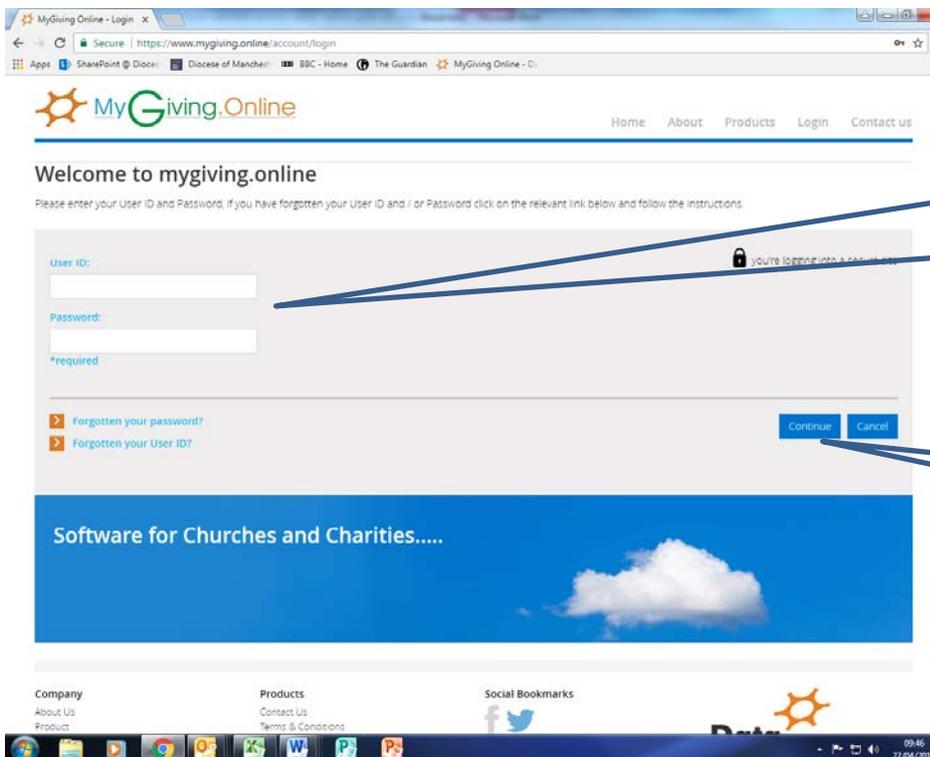
Type in
www.mygiving.online
into the address bar
and press enter.

- Step 2



This screen will appear showing the MyGiving.Online logo.
Click on log in.

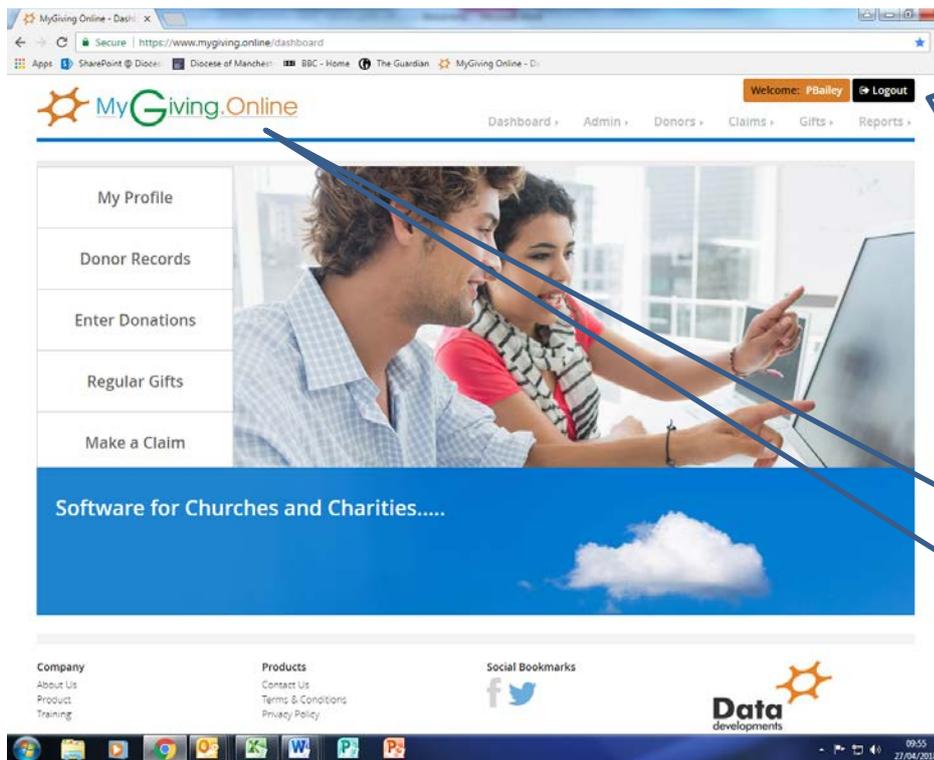
- Step 3



The log in will appear. Enter your User ID and Password into the relevant fields.

Click on continue.

- Step 4



Your User ID will appear in the top right hand corner of the screen.

Once you have finished working in the system, click on the logout button to securely exit.

If you need to return back to this home screen, please click on the MyGiving.Online logo.