

How to Use the Elexio Community App on Your Phone

To get the app for your phone:

1. **Download** the Elexio Community app onto your iPhone or Android.
2. **Replace** the word “**domain**” with “**THCC**” so the domain box says **THCC.elexiochms.com**.
3. **Sign in** to your account with your username and password. *(If you need your username text Regina Walsh at 914-552-4573)*

Pledge and Text Giving by Phone

Pledge

By using the app, your pledge will automatically be added to your Giving Profile Account.

To Create a New Pledge

1. **Sign in** to your account with your username and password.
2. Go to the **My Details** page by tapping on your **Name**.
3. Tap on the **GIVING** tab to access your Recent Giving and Pledge information.
4. Tap **+Create new pledge**.
5. Select the **Campaign** from the list and then enter the **Start Date** (Jan. 1, 2021) and **End Date** (Dec. 31, 2021).
6. Select the **Frequency** (yearly) from the list and enter the **Periodic Amount** and the **Total Amount** is calculated for you.
7. Or, select the **Frequency** and enter the **Total Amount** and **Periodic Amount** is calculated for you.
8. Tap **Create** when done.

To Edit an Existing Pledge

From the **GIVING** tab, tap on an existing pledge. Tap **Edit** and tap on the desired information to change and make your correction. Tap **Save** when done.

Text Giving

Text the word ‘**Give**’ to **860-485-7177**

If it's your first time using text giving, you'll be prompted to click a link directing you to the online giving page to complete a one-time registration.

1. Click **Sign in** and then **Register for an Account** at the bottom of the page.
2. Complete contact information, then click **Register**.
3. Enter the *secure pin* that the system texts you.
4. Select the fund, then enter the donation amount and payment information before completing your gift.
5. Click **Save Payment** to keep your payment information securely saved for future gifts.

To text a donation after the one-time registration, you can give immediately without having to re-enter any of your information. Simply text the desired amount and the fund keyword to the text giving number. (Ex: Text ‘250 2021 Pledge’ to make a \$250 donation to the 2021 Pledge fund).

Other Text Commands

Edit: Make changes to your giving account and update contact information and/or update payment information.

Refund: Need to refund your last gift? Text “REFUND” within 15 minutes to refund the gift. After 15 minutes, contact THCC for a refund.

Keyword: See a list of active keywords. Keywords are the fund names that THCC has set up to direct gifts to the right category.