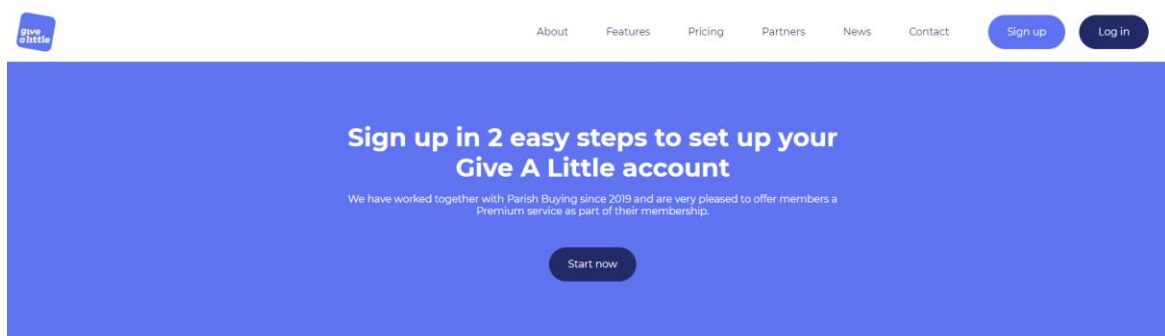


## Create a Give A Little Account

Give A Little is a donations platform that allows your church to receive donations online and using contactless.

### Step 1: Go to the Give A Little website

Follow [this link](#) to start the process of creating an account with Give A Little. It's important that you follow this link, rather than going directly to Give A Little, as this ensures you receive the Premium version of Give A Little for free, which has been specially negotiated for Parish Buying members. Click on 'Start now' in the middle of the page.



#### Create account to tell us who you are

You will need to provide the following:

- Email address
- Charity or organisation name
- Country where you are registered for tax purposes

On the next screen, enter your email address and set a password. It is good practice to create your account using a role-based email address (e.g., stmarystreasurer@gmail.com) rather than a personal email address so that the login details can be shared with others.

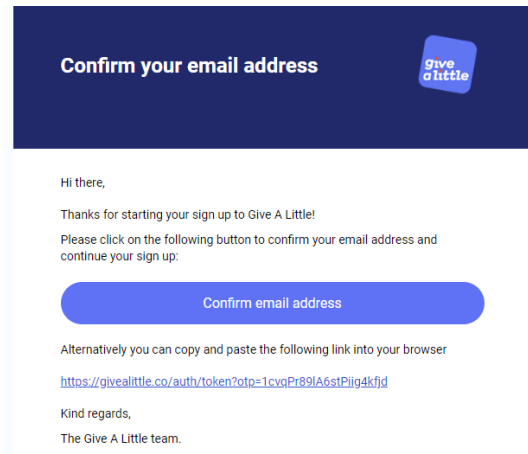
**We will be verifying your email address against registered Parish Buying accounts. To speed up the process, please use the same email address as your Parish Buying account.**

Click on 'Confirm email address'.

### Step 2: Verify your email address

After clicking 'Confirm email address', you will see a screen that says 'Confirm your email address'.

Check the email account you signed up with and you should have an email from Give A Little. Follow the link in that email, or click on 'Resend verification email' if it has not come through.



## Step 3: Enter your church details

Now you will be asked to enter your church details. It is best to enter your church name in an easily identifiable format including the place e.g., 'St Agatha's, Anytown' rather than just 'St Agatha's'.

Then enter the country (United Kingdom) from the dropdown menu.



**Create account (1 of 2 sign up steps)**

### Your account details

Please enter the name of your parish or organisation

183 characters remaining

Please select the country you are registered in

Please note that if your country is not listed then we are not able to provide a service to you

We have associated you with the following group:

#### Parish Buying

Parish Buying will be able to access report data on your fundraising. If you believe this association is incorrect, or you have any queries or concerns, please contact us at: [hello@givealittle.co](mailto:hello@givealittle.co)

Church code

Click here to find your church code: <https://vimeo.com/346865770>

Next

Here you also asked for your church code. This is a nationally assigned church code, rather than a code that your diocese may use for identifying your church. [Click here](#) to watch a video to find your church code.

If you are setting up an account on behalf of a multi-church parish, use the church code for the lead church in the parish. If you are setting up an account on behalf of a benefice, you can enter the benefice ID instead (which you can also find by clicking on the button above).

If you do not have a Church of England church code (for example, you are a Church in Wales), please leave this field blank.

When you're ready, click on 'Next'.

## Step 4: Accept the terms and conditions

Once you have clicked on the link in the email from Give A Little and successfully verified your email address you will be taken to a welcome screen. This explains what Give A Little is and asks you to agree to their terms and conditions. Scroll down until you see the tick boxes. You must tick the first box but it is up to you whether you tick the second box and subscribe to updates. When you're ready, click 'Next'.

### Terms and Conditions

Please read our [terms and conditions](#) then make the following declaration to begin using the service:

I agree to the terms and we'll use Give a Little solely for charitable purposes

And optionally, would you like us to stay in touch with you regarding updates and new features to the Give A Little platform? By signing up to our newsletter, you'll also receive useful cashless giving tips and case stories about how charities are using Give A Little.

Yes, please sign me up

We promise to keep your data safe and you can unsubscribe at any time in the future. More information is in our Privacy Policy at <https://givealittle.co/privacy-policy>.

Next

## Step 5: Connect a Payment Processor

A page will come up asking you to connect a Payment Processor.


If you **already have a SumUp account**, click "Connect existing account" and log in with your SumUp email and password.

If not, click “Create a parish buying stripe account” or “Sign Up with SumUp” and see the separate SumUp and Stripe guides. **Your Stripe account details will be verified by your Diocese.**

**Please note:**

- Your Give A Little account can only be connected to one SumUp account and/or one Stripe account.
- Your SumUp account can only be connected to one Give a Little account.

## Payment card processors




### Stripe

Stripe provide online payment processing to facilitate your web fundraising.

Create a Stripe account to accept donations using web campaigns.

[Create a Parish Buying Stripe account](#)



### SumUp

SumUp provide in-person card-reader, and online, payment processing to facilitate your fundraising.

If you don't already have a SumUp account, you can sign up at <https://sumup.co.uk/parishbuying>. Otherwise, connect your existing account.

[Sign up with SumUp](#) [Connect existing account](#)

## Step 6: Manual Verification

Your account will undergo a verification stage which typically takes 1–2 working days. If you've connected a **Stripe** account, the verification process will take a little longer; we aim to have this completed within 5 working days.

We will be verifying your email address against registered Parish Buying accounts. To speed up the process, please use the same email address as your Parish Buying account.

Following those checks, you will receive an email to confirm your Give a Little account is set up and you can now log in.

**Congratulations! You have now created a Give A Little account**