Online Giving Donor Set-Up Instructions

1. Click on the link to Online Giving from your Church's Webpage (www.st-paulchurch.org)

2. Click on "Create New Account"

Home - Create New Account - About Online Giving ▾ - Online Giving FAQs - Contact Us
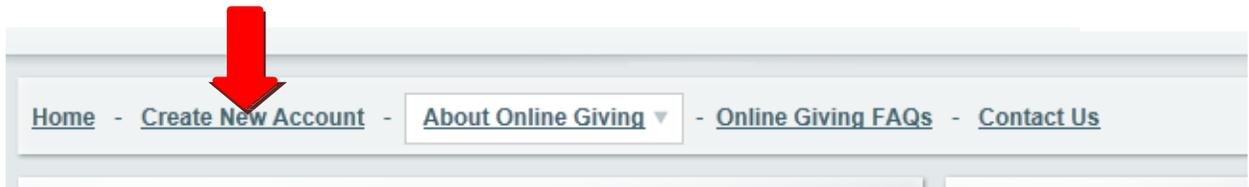
3. Fill in all the information to create an account. You will not fill in a Registration Code. Click "Submit" when finished.

New User Account Registration

Please fill out the form below. Fields with asterisk next to them are required. The address information you provide will only be used for billing purposes. Once submitted, you will receive an email containing a link that you must click in order to activate your account. Once you have successfully validated your email address you may then login.

Login Information

User ID: *
Password: *
Confirm Password: *
Registration Code:
Administrative Use Only

Personal Information

First Name: *
Last Name: *
Email Address: *
Confirm Email Address: *
Phone #:

Address Information

Address 1: *
Address 2:
City/State: *   AL ▾
Zip: *

SUBMIT   CANCEL

4. You will receive an email from your church to validate your account. This normally comes within 10 minutes. You will need to click the link in the email or copy and paste the link if you cannot click on it. This will validate the account so you can log in and continue. You will not be able to log in until you complete this step.

5. Log Into your Online Giving Account

6. Navigate to "My Payment Methods"
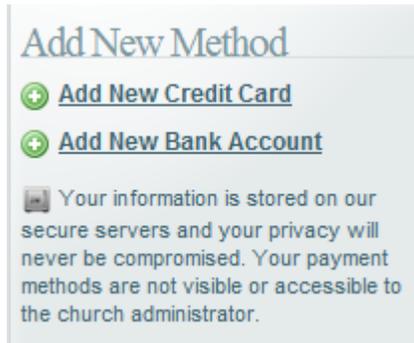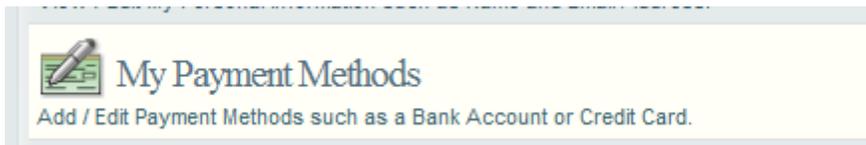
7. Choose either "Add New Credit Card" or "Add New Bank Account"

8. For Credit Card, enter appropriate information & click "submit"

   **your card will now be visible with the card name you gave it.

9. For "Add a New Bank Account" fill out the appropriate information and click "submit" **your new payment

   method will appear in the screen as the name you associated to it.

10. Navigate to "Give a New Gift"

11. You will now see a list of all the funds you can give to, select the drop down across from the fund you wish

to give to.
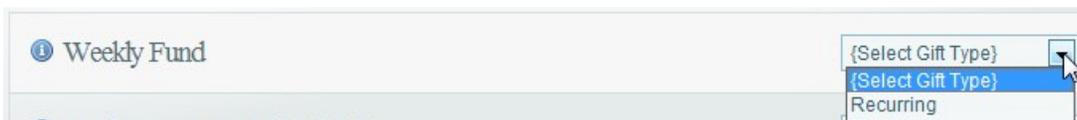
12. Select either "**Recurring**", "**Pledge**" or "**One Time"**

13. For "**Recurring**" enter the payment amount, the frequency you wish the funds to be given, the date you wish to start giving on and the account you wish to give from (you can also submit the gift as anonymous).

14. For "**Pledge**" you will want to enter the amount to pledge, the date to start on, the account you wish to give

    from, how much to give each time as well as the frequency you want to give (weekly, bi weekly, etc.). You

    can also put in a down payment amount and what account to pull from as well as remain anonymous.

15. For "**One Time**" you will want to fill out the amount you wish to give, the date you want to give on as well as

    the account to pull from and whether you wish to remain anonymous and leave special instructions.

16. Once you have picked what you wish to give, scroll down to the bottom and click "Next"

17. You will then be asked to confirm your gift, here it tells you the gift has NOT been submitted yet. You can review what you wish to donate and are told you will receive a reciept in your email. To confirm your payment please click the "Submit" button.

18. The system will then tell you that you have successfullied given the gift, you can either click print to print a

    copy or finish to go back to the main menu.