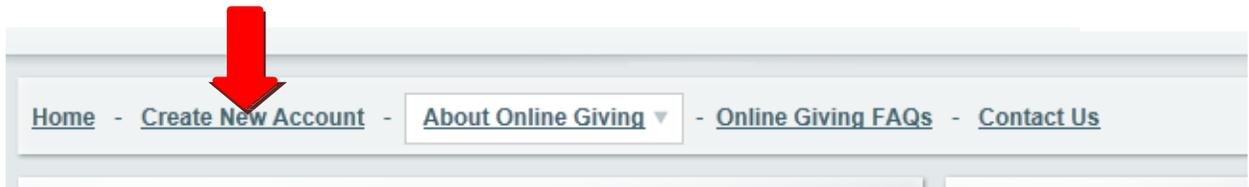


Online Giving Donor Set-Up Instructions

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

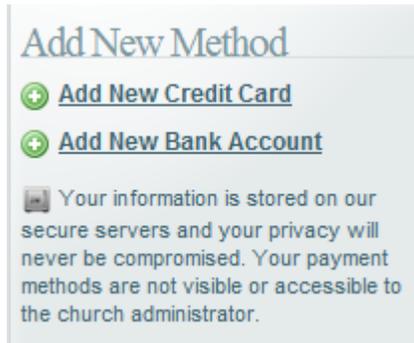
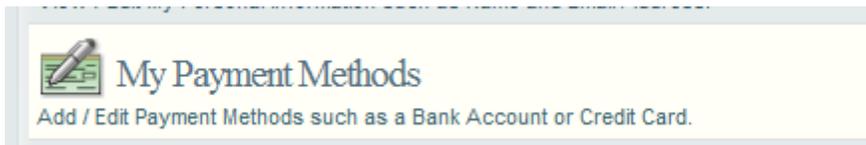


3. Fill in all the information to create an account. You will not fill in a Registration Code. Click "Submit" when finished.

A screenshot of the 'New User Account Registration' form. The form is titled 'New User Account Registration' and includes instructions: '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.' The form is divided into three columns: 'Login Information', 'Personal Information', and 'Address Information'.
Login Information: User ID: * (with an info icon), Password: * (with an info icon), Confirm Password: *, and Registration Code: Administrative Use Only.
Personal Information: First Name: *, Last Name: *, Email Address: *, Confirm Email Address: *, and Phone #:
Address Information: Address 1: *, Address 2:, City/State: * (with a dropdown menu showing 'AL'), and Zip: * (with two input boxes). At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons.

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.

Accepted Cards:  

Card Alias: *

Card Number: *

Expiration Date: * *

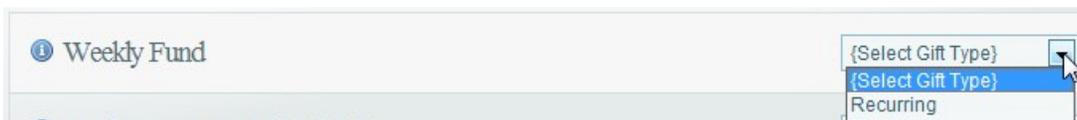
Billing Address: [Click here to enter an Alternate Address](#)

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).

 Remain 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.

The screenshot shows a form titled "Weekly Fund" with a dropdown menu set to "Pledge". The form contains the following fields and options:

- A text input field for the pledge amount, containing "\$1000.00".
- A date dropdown menu for "starting on", containing "3/7/2011".
- A "CANCEL GIFT" button.
- A dropdown menu for the account type, containing "Credit Card - 1111".
- A text input field for the amount to charge, containing "\$50.00".
- A dropdown menu for the frequency, containing "Weekly".
- The text "until fulfilled.".
- A text input field for the down payment amount, containing "\$100.00".
- A dropdown menu for the account type, containing "Credit Card - 1111".
- The text "using my" and "account.".
- A checkbox labeled "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.

The screenshot shows a form titled "Weekly Fund" with a dropdown menu set to "One Time". The form contains the following fields and options:

- A text input field for the one-time payment amount, containing "\$250.00".
- A date dropdown menu for "on", containing "3/7/2011".
- A "CANCEL GIFT" button.
- A dropdown menu for the account type, containing "Credit Card - 1111".
- The text "account.".
- A checkbox labeled "Remain Anonymous".
- A checkbox labeled "I would like to give an additional gift of \$3.00 to offset fees.".
- A section titled "Special Instructions for my One Time payment (500 character limit)" with a text area below it.

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 receipt in your email. To confirm your payment please click the “Submit” button.



18. The system will then tell you that you have successfully given the gift, you can either click print to print a copy or finish to go back to the main menu.