

# Online Giving Guide

## Getting Started:

- Would you like to give without setting up a donor account? Click “Quick Give”.
- First Time Donor? Click “First Time” and setup your Donor Profile.
- Already a registered donor? Simply enter your Email and Password.
- Forget your password? Click “Forgot Password”.

## Setting Up Your Donor Profile:

- Enter your email address and password.
- Password must be at least 8 characters and must contain a combination of letters and numbers.
- Remember these login credentials! You will need them to access your Donor Profile.

## Automatic Recurring Donations:

- Login by entering your email address and password.
- Select “Scheduled Giving” on the left hand navigation panel.
- To donate using your checking account, select “Use Check” located at the top right of your screen or select ACH/eCheck from the drop-down menu.
- Select the fund to which you would like to donate by using the drop down list (If you are using your checking account the drop down is in the “memo” field of the check).
- Enter your donation amount.
- Select the frequency, number of installment and start date.
- If you are using a credit card, add your credit card information and billing details.
- Click “Activate Schedule” to start your recurring donation schedule.
- You can have multiple Recurring Donations, e.g., one each for the **General Fund - Offertory** and the **2<sup>nd</sup> Collection - Bldg Fund**.

## One Time Gift – Credit Cards:

- Login by entering your email address and password.
- Select the fund to which you would like to donate by using the drop down list.
- Enter your donation amount.
- Add your credit card information and billing details.
- Click “Submit” to process your donation.

## One Time Gift - eChecks:

- Login by entering your email address and password.
- Select “Use Check” located at the top right of your screen or select ACH/eCheck from the drop-down menu.
- Select the fund to which you would like to donate by using the drop down list in the “memo” field of the check.
- Enter your donation amount.
- Add your bank account information.
- Click “Authorize” to submit donation.

Note: Although there is a check box to “save” your account information, this function is not currently working. You will need to re-enter your account information every time you create a new gift.