



On-Line Giving – Donor Instructions

A. How do I give online?

To give online, please follow these steps:

1. Select **GIVE** (top right corner of the church website home page)
2. Click the **Give Now** button next to the fund
3. Type in the dollar amount
4. Enter your Name, email address
5. Enter your card or bank account information
6. To complete your gift, click the **Complete Gift** button (bottom of the page)
7. To give to another fund, select option to Give Another Gift

B. Do I have to create a login to give online?

It is not necessary to create an online account to give online, but an account will be created automatically once you complete your gift. Our new system will automatically match your giving based on your payment information and email address.

Register or log-in to set-up an account and review your donor profile. You will be able to edit your contact information, view your giving history, print a giving statement, edit/save payment information, and edit your recurring gifts. Once you have created an account, just log-in and complete future online gift in fewer steps with your saved payment (PCI – Level 1 secure) information on file.

C. How do I make changes to my online giving profile, contact information, or saved payment information?

To make changes to your online giving profile, please follow these steps:

1. Login to your online giving account
2. Click on the **Profile** link
3. In the **Contact Information** section, you can edit phone number(s), email address, and mailing address
4. In the **Your Saved Payment Methods** section, you can edit and delete your saved payment methods
5. After making any profile changes, make sure to click the **Submit** button under the **Gift/Visibility Permission** section
6. Click the **OK** button



D. How do I set-up a recurring gift?

To setup a recurring gift, please follow these steps:

1. Click the **Give Now** button next to the fund you wish to support,
2. In the **amount** box, type in the amount you wish to give
3. Select 'Make a Recurring or Future Gift'
4. Using the **Given** drop-down list, select the frequency (weekly, monthly, etc.) and type the date you want your gift to start; also specify an end date (optional).
5. Enter the date you want the gift to start processing
6. Enter your Name, email and billing address
7. Enter in your card or bank account information
8. Verify the summary of your giving information
9. Click the **Complete Gift** button

E. How do I make changes to my recurring gift?

To edit your recurring gift, please follow these steps:

1. Login to you online giving account
2. Click the **Profile** button
3. Click on the **Recurring Gifts** link
 - a. Click the **Edit** button to make changes to your scheduled contribution
 - b. Update your donation amount, the frequency of your gift, and (next) start date
 - c. Or to remove a scheduled gift, click the **Delete** button next to the fund name
4. Once your changes are complete, click the **Next Step** button
5. You can also update your billing address, select a different payment method, or create a new payment method
6. Once your changes have been made, click the **Next Step** button
7. If everything looks correct, click the **Submit** button

F. Can I change the fund for my recurring gift?

To change the fund for your recurring gift, you can contact the church finance office at 864-268-2218 ext. 1231 or you can delete your current recurring gift and create a new recurring gift for the fund of your choosing.