


Creating an Online Giving Account



STEP 1 OF 3 - ENTER INFORMATION Login

Personal Information	Giving Information
First Name: <input type="text"/>	Amount: <input type="text" value="0"/>
Last Name: <input type="text"/>	Budget: <input type="text" value="Tithe & Offering"/>
Address 1: <input type="text"/>	Notes: <input type="text"/>
Address 2: <input type="text"/>	Type of Gift: <input checked="" type="radio"/> One-Time <input type="radio"/> Recurring
City: <input type="text"/>	Account Information
State: <input type="text" value="South Carolina"/>	Payment Method: <input type="text" value="Bank Draft/E-Check"/>
Zip/Postal Code: <input type="text"/>	Bank Name: <input type="text"/>
Phone Number: <input type="text"/>	Name on the Account: <input type="text"/>
E-mail Address: <input type="text"/>	Bank Account Type: <input type="text" value="Checking"/>
Create Account: <input checked="" type="checkbox"/> <small>Check this box if you would like to create an account</small>	Bank Routing Number: <input type="text"/>
What are the advantages?	Bank Account Number: <input type="text"/>
Password: <input type="text"/>	Save Payment Profile: <input type="checkbox"/>
Confirm Password: <input type="text"/>	

[Next Step](#)
[Privacy/Cancellation Policy](#)

Please perform the following steps to create an account.

1. Enter your Name and Address. Phone number is optional.

Personal Information

First Name:

Last Name:

Address 1:

Address 2:

City:

State:

Zip/Postal Code:

Phone Number:

2. Enter your Email Address.

E-mail Address:

- a. Email address will be used for the following purposes
 - i. An email will be sent to this address each time a payment transaction occurs. This includes one time or recurring gifts.
 - ii. The email address also acts as your user name when logging back into your account to view history or change payment information.
- 3. Check the “Create Account” checkbox and enter the password that you want to use. Make sure you remember this password. You will need it to login to your account. If you forget your password, contact the church office for assistance.

Create Account: *Check this box if you would like to create an account*
[What are the advantages?](#)
Password:
Confirm Password:

- 4. Enter information about your initial gift. Select the type of Gift – One Time or Recurring
 - a. One-Time Gift. Enter the following information

Giving Information

Amount:

Budget: ▼

Notes:

Type of Gift: One-Time Recurring

- i. Amount – Dollar amount of the gift.
 - ii. Budget – Which budget such as Tithe & Offering or Building Fund
 - iii. Note – An optional note. This note will be available for you to view in your online giving history.
- b. Recurring Gift. Enter the following information

Giving Information

Amount:

Budget: ▼

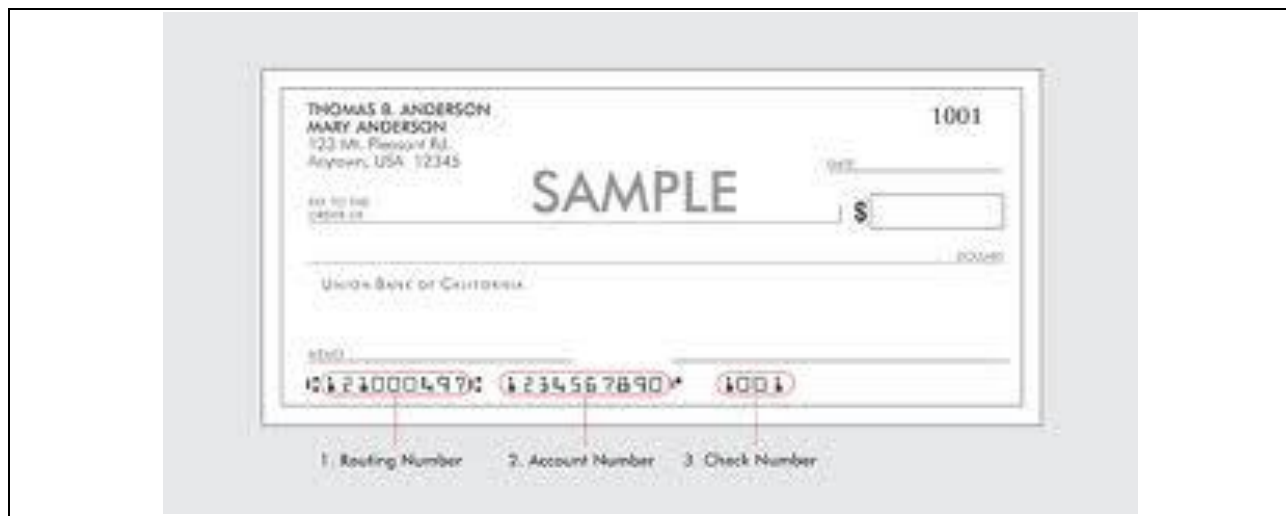
Notes:

Type of Gift: One-Time Recurring

Frequency: ▼

First Date:

- i. Amount - Dollar amount of the gift.
 - ii. Budget – Which budget such as Tithe & Offering or Building Fund
 - iii. Note – An optional note. This note will be available for you to view in your online giving history
 - iv. Frequency – Select the frequency of the recurring gift.
 - v. First Date – The date on which to begin giving.
5. Enter your Account Information including the
 - a. Bank Name – Use the name as it appears on your check.
 - b. Name on the Account – Your name as it appears on the bank account.
 - c. Bank Account Type
 - d. Bank Routing Number –A unique number that identifies the bank. See image below. **Important.** Make sure this number is correct. If not, the payment will not occur.
 - e. Bank Account Number – Your bank account number. **Important.** Make sure this number is correct. If not, the payment will not occur.
 - f. Save Payment Profile. **Important.** You will normally want to check this checkbox. This will securely save your bank information for setting up other gifts.



6. Click Next and following the instructions on the screen to complete the initial account setup.
7. Your gift has now been made. You should receive an email to the email address on your account confirming your gift. The church will also receive an email about your gift.