


# 1 Maintaining Your Online Giving Account

**IMPORTANT:** Please follow the instructions for creating your account before attempting to maintain your account.



**STEP 1 OF 3 - ENTER INFORMATION** [Click Here ->](#) [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 &amp; 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 type="checkbox"/> <small>Check this box if you would like to create an account</small> | Bank Routing Number: <input type="text"/>   |
| <a href="#">What are the advantages?</a>  | Bank Account Number: <input type="text"/>   |

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

## 1.1 Login

Please perform the following steps to Login to your account.

1. Click on the Login button. You will be redirected to the login Window.

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## BAPTIST CHURCH

Reaching...  
Teaching...  
Touching...  
Disciplining...



### ONLINE GIVING LOGIN PAGE

#### Existing Users Login

E-mail:   
Password:

[New User](#) [Forgot Password](#)

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2. Enter the email address and password you used when creating your online giving account and click the Login button.
3. Upon successful entry, you will be redirected to your account home page. This screen is the basis for changing your profile or gifts.

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[YOUR PROFILE](#) [RECURRING GIFTS](#) [CONTRIBUTE](#) [HISTORY](#) [LOGOUT](#)

### STEP 1 OF 3 - ENTER INFORMATION

#### Personal Information

First Name:   
Last Name:   
Address 1:   
Address 2:   
City:   
State:    
Zip/Postal Code:   
Phone Number:   
E-mail Address:

#### Giving Information

Amount:   
Budget:    
Notes:   
Type of Gift:  One-Time  Recurring

#### Account Information

Payment Method:    
Payment Profile:    
-- OR --  
Bank Name:   
Name on the Account:   
Bank Account Type:    
Bank Routing Number:   
Bank Account Number:   
Save Payment Profile:

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## 1.2 Making A Gift

Since your profile has been setup, it becomes very easy to make a one time or recurring gift using one of your saved accounts.

1. Enter the payment amount. The steps are exactly the same as the steps taken when creating the account initially. 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.

2. Account Information. In most situations, you will be able to select an existing account from the Payment Profile drop down list. This will re-use the existing account information.

**Account Information**

Payment Method: Bank Draft/E-Check ▾

Payment Profile: --Select One-- ▾

-- --Select One--

Bank Name: XXXXX7921

Name on the Account:

Bank Account Type: Checking ▾

Bank Routing Number:

Bank Account Number:

Save Payment Profile:

- If you do not want to use an existing account, you can create a new account profile following the same steps you followed when initially creating your account.

### 1.3 Site Navigation

**Pleasant Grove BAPTIST CHURCH**  
 Reaching... Teaching... Touching... Discipling...

YOUR PROFILE   RECURRING GIFTS   CONTRIBUTE   HISTORY   LOGOUT   **<- Navigation**

**STEP 1 OF 3 - ENTER INFORMATION**

|  |   |
|--|---|
| <p><b>Personal Information</b></p> <p>First Name: <input type="text" value="Philip"/></p> <p>Last Name: <input type="text" value="Hunt"/></p> <p>Address 1: <input type="text" value="182 Carolina Way"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text" value="Fountain Inn"/></p> <p>State: <input style="border: none; border-bottom: 1px solid black;" type="text" value="South Carolina"/></p> <p>Zip/Postal Code: <input type="text" value="29644"/></p> <p>Phone Number: <input type="text" value="8648624355"/></p> <p>E-mail Address: <input type="text" value="carla.hunt@charter.net"/></p> | <p><b>Giving Information</b></p> <p>Amount: <input type="text" value="0"/></p> <p>Budget: <input style="border: none; border-bottom: 1px solid black;" type="text" value="Tithe &amp; Offering"/></p> <p>Notes: <input type="text"/></p> <p>Type of Gift: <input checked="" type="radio"/> One-Time   <input type="radio"/> Recurring</p> <hr/> <p><b>Account Information</b></p> <p>Payment Method: <input style="border: none; border-bottom: 1px solid black;" type="text" value="Bank Draft/E-Check"/></p> <p>Payment Profile: --Select One-- ▾</p> <p style="text-align: center;">-- OR --</p> <p>Bank Name: <input type="text"/></p> <p>Name on the Account: <input type="text"/></p> <p>Bank Account Type: <input style="border: none; border-bottom: 1px solid black;" type="text" value="Checking"/></p> <p>Bank Routing Number: <input type="text"/></p> <p>Bank Account Number: <input type="text"/></p> <p>Save Payment Profile: <input type="checkbox"/></p> |
|--|---|

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The site navigation links are highlighted in the image above with the following options available.

1. Your Profile. Use this link to change profile information such as your name, email address or password.

## YOUR PROFILE

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Your personal information you entered at the time of registration is shown below.

Username: carla.hunt@charter.net

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Change your password

New Password:

Confirm New Password:





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2. Recurring Gifts. This page displays any of the configured recurring gifts.

## RECURRING CONTRIBUTIONS OVERVIEW

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Below are the contributions you have scheduled to be withdrawn or debited on a specified basis. You may delete a scheduled series of contributions by clicking the trash can and confirming the deletion for the specified recurring contribution.


| Amount  | Memo             | Type | Frequency   | Date Created |   |
|---|------------------|------|-------------|--------------|---|
| \$ <span style="background-color: red; color: white;">[REDACTED]</span> | Building Fund    | ACH  | Once a Week | Jun 18, 2011 |   |
| \$ <span style="background-color: red; color: white;">[REDACTED]</span> | Tithe & Offering | ACH  | Once a Week | May 8, 2011  |   |

Notes: CC = Credit Card or Debit Card Payment; ACH = Payment by Bank Account (ACH stands for Automated Clearing House, and is the method your funds are withdrawn from your account).

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- a. Click the Edit icon to change the amount of the gift. To make other edits such as account number. Delete the gift and add a new recurring gift.
  - b. Delete (Trash Can Icon). Click the Delete icon to delete this recurring gift.
3. Contribute. This takes you back to you account home page.

- History. This screen let's you view your online contribution history. You can see all of the gifts that you made including one-time and recurring gifts.



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YOUR PROFILE
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### CONTRIBUTION AND DONATION OVERVIEW

| Amount | Memo             | Type | Frequency | Account # | Date         |
|--------|------------------|------|-----------|-----------|--------------|
| \$     | Tithe & Offering | ACH  | One-Time  | XXXXX     | May 8, 2011  |
| \$     | Tithe & Offering | ACH  | Recurring | XXXXX     | May 15, 2011 |
| \$     | Tithe & Offering | ACH  | Recurring | XXXXX     | May 22, 2011 |
| \$     | Tithe & Offering | ACH  | Recurring | XXXXX     | May 29, 2011 |
| \$     | Tithe & Offering | ACH  | Recurring | XXXXX     | Jun 5, 2011  |
| \$     | Tithe & Offering | ACH  | Recurring | XXXXX     | Jun 12, 2011 |
| \$     | Building Fund    | ACH  | Recurring | XXXXX     | Jun 19, 2011 |
| \$     | Tithe & Offering | ACH  | Recurring | XXXXX     | Jun 19, 2011 |
| \$     | Building Fund    | ACH  | Recurring | XXXXX     | Jun 26, 2011 |
| \$     | Tithe & Offering | ACH  | Recurring | XXXXX     | Jun 26, 2011 |
| \$     | Building Fund    | ACH  | Recurring | XXXXX     | Jul 3, 2011  |
| \$     | Tithe & Offering | ACH  | Recurring | XXXXX     | Jul 3, 2011  |
| \$     | Building Fund    | ACH  | Recurring | XXXXX     | Jul 10, 2011 |
| \$     | Tithe & Offering | ACH  | Recurring | XXXXX     | Jul 10, 2011 |

Notes: CC = Credit Card or Debit Card Payment; ACH = Payment by Bank Account (ACH stands for Automated Clearing House, and is the method your funds are withdrawn from your account).

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