



ONLINE GIVING INSTRUCTIONS

Step 1- Register for User Login- Enter First Name/Last Name/

Suffix/Email – Press the Button and then check your email for your username and password

Step 2- Login and Mouse over the giving tab of the tool bar.

Step 3- Select *Give Now* or *My Giving History*

Give Now: Let's you give online

My Giving History: Let's you view your online and offline giving history

To Give


Step 1- Select *Give Now* from drop down or *Give Online* from My Giving History screen

Step 2- Under *Enter New Contribution*

1. Select Fund
2. Enter Amount
3. Optional Memo
4. Recurring (see Setup Recurring Payments)

Step 3- Click *Add*

Step 4- 3 Options

1. Add another fund to your gift by repeating Step 2
2. You may edit a gift by clicking on the pencil
3. Delete gift- Red 



4. Give- Click on the ***Give*** button

TIP: Repeat Step 2 for each fund you would like to make a gift towards online. Gifts for two funds cannot be made on the same step but they can be made on the same gift.

Step 5- Check Recorded Information and Add needed-

Payment Type- Visa MasterCard®

Card number/ Exp. Moth/Year

Electronic Check

Routing Number/ Account Number

Step 6 - Click- Submit Payment-

Do not back up or click again or you will be charged again

Setup Recurring Payments

Step 1 - Complete step 1 and 2 of **To Give**

Step 2 – On Step 2, the option to check a recurring gift is given. Check the box letting the system know this is a recurring gift.

Step 3 – This brings up a drop down menu.

1. Starting – Your First Gift will be processed immediately
2. Schedule Frequency – You have an option to how often you can schedule gifts. You can schedule a gift: weekly, every 2 weeks, monthly, and every three months.
3. No Payments after.... You must choose a date or a certain number of payments to make to the fund.

TIP: Recurring gifts are funding specific. If you make a gift recurring, it will continue into whatever fund you designated for it. This can help if you want to make 6 payments to the Project 614 fund.



TIP: Giving should recur on the frequency that you set it. If you set a 3 weekly giving date please note that it will follow a 21 day pattern and not a three calendar week pattern. If there are 31 days in the month this will affect it.