

## Online Giving Instructions



1. Enter amount(s) of contribution
2. Select the frequency (one-time, weekly, monthly, biweekly, semi-monthly)
3. Select start date and end date (if applicable)

\*\*Returning contributors can log in to add new transactions, edit existing transactions or view a complete history of online giving.

The screenshot shows the "Online Donation" web form. At the top right, there are links for "View Mobile Site" and "Return to our Home Page". The main form is divided into two columns. The left column is titled "Donations" and contains a message: "If you've already created a profile, please 'Log In' on the right, otherwise continue." Below this, there are three rows of input fields: "General Fund:" with a value of 1.00, "Building Fund:" with a value of 1.00, and "Missions:" with a value of 1.00. A "Total:" row shows a sum of \$3.00. Below these fields, there is a "Donation Frequency:" dropdown menu set to "One Time" with a link to "About recurring donations". The "Donation Start Date:" is set to "04/09/20" with a calendar icon. The "Donation End Date:" is optional and currently empty. A "Continue" button is at the bottom of this section. The right column is titled "Log In" and contains an "Email Address:" field with "email@email.com" and a "Password:" field with three asterisks. A "Log In" button is below these fields, along with a link for "Forgot your Email Address or Password?". Below the login section is a "Create Your Online Profile" section with a "Create Profile" button. Large blue numbers 1, 2, and 3 are overlaid on the left side of the form, corresponding to the instructions.

1. Enter your information, including envelope number, if applicable
2. Select payment method and enter account information.  
\*\*You may opt to increase your credit/debit card contribution by 2.75% to help offset our processing costs – this is optional.
3. Select a password to create a profile so that you can log in at any time to manage your transactions – this is optional
4. A summary of your contribution is displayed
5. Confirm you are not a robot and select Process

A confirmation page will display and a confirmation email will be sent if email address has been entered.

**Online Donation**
[Return to our Home Page](#)

**Donation Information**

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)  /

Phone Number:

Email Address:

Envelope Number:

Account Type

Credit/Debit Card  
  Checking  
  Savings

Card Number:

Card Verification Value (CVV2):  [What's This?](#)

Expiration Date:  /

Name Of Cardholder:

**Optional:** - Give additional 2.75% to help offset the processing fee **\*\***  
 Use Same Address As Above

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip:  /

**Would you like to save your profile before continuing?**

Saving your profile will:

- Take only a moment—all you have to do is select a password
- Enable you to change or stop a recurring donation at any time
- Allow you to view and print your online donation history

I'm not a robot  
 reCAPTCHA  
Privacy - Terms

**Donation Summary**

General Fund	1.00
Building Fund	1.00
Missions	1.00
help offset the processing fee	0.08
<b>Total One Time Donation:</b>	<b>\$3.08</b>
Donation Frequency:	One Time
Donation Start Date:	04/09/20