

Grace Fellowship Church On-Line Giving Setup Instructions

Last updated 11/24/2014

To set up electronic contributions, **(a)** complete an authorization form available from the church office or **(b)** visit the church website and follow the directions to donate.

Electronic contributions can be debited from either your checking account or savings account. Credit Card payments are currently not available

On-Line Setup

To participate in online giving you must first register. Before registering you will need to have your checking or savings account number and the Bank routing number available. (Both these numbers can be found on the bottom of your check)

From our Church Website Home page look in the very lower right corner and in the Black area beneath the pictures under the **LINKS** heading you will see “**Online Giving**”. Click on that link and you will be taken to The ONLINE DONATION page. (Fig 1)

If you have never used the electronic giving OR you have never used it to make any changes to your current online giving (you submitted your information to the church office and they signed you up) then you first need to create a profile or register by clicking on the **CREATE PROFILE** (2) button. If you have already registered then click on the **LOG IN** (1) button.

The screenshot shows the "Online Donation" page. On the left, there's a "Donations" section with various fund categories and their amounts. Below that is a "Total" section showing \$0.00. At the bottom, there are fields for "Donation Frequency" and "Donation Start Date". On the right, there's a "Log In" box with fields for "Email Address" and "Password", a "Log In" button, and a link "Forgot Your Email Address or Password?". Below the log in box is a "Create Your Online Profile" section with a "Create Profile" button. A red circle with the number "1" is drawn around the "Log In" button, and another red circle with the number "2" is drawn around the "Create Profile" button.

(Fig 1)

When you click on the Create Profile Button you will be asked to enter your email address. IF your email address is already registered it will tell you that. Click on **RETURN** to **LOGIN** instead.

If your email is NOT on record you will be taken to the **PROFILE** page where you will put in your contact information and establish a password. You are now registered.

The screenshot shows the 'Online Donation' interface for user 'BRAD MORRIS'. At the top right are links for 'Summary', 'Profile', and 'Log Off'. Below that is a header 'BRAD MORRIS'. The main content area has two sections: 'My Scheduled Transactions' and 'My Transaction History'.
My Scheduled Transactions:

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
12/15/14	General Fund	300.00	350.00	6886	Monthly	Edit Delete
	Budgeted Building Fund	50.00				

My Transaction History:

Date Range: 10/24/14 to 11/26/14

Fund: All Funds

Date	ACH/CC	Fund	Amount	Total	Account # Last 4	Frequency	Rtn/Fail Date	Rtn/Fail Reason
11/17/14	ACH	Budgeted Building Fund	50.00	350.00	6886	Monthly		
		General Fund	300.00					

(Fig 2)

Once registered you will be taken to the **ONLINE DONACTION** screen. (Fig 2)
This is the screen you will start with from now on.
From this page you can

- ADD a transaction (one time or

reoccurring)

- Edit your account
- See your scheduled transactions
- See a history of your transactions from this screen.

ADDING or Setting up a transaction (Single or reoccurring)

(This can be a one-time event or a reoccurring event. If you want to give to the General fund on a reoccurring schedule you can still come back here any time and give a one-time gift to a special fund.)

The screenshot shows the 'Online Donation' interface for user 'BRAD MORRIS'. At the top right is a link for 'Return to our Home Page'. The main content area has two sections: 'Donation Information' and 'Donation Summary'.
Donation Information:

Account: Choose One

Optional:
Donation is in memory of: [text input]

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

[Cancel](#) [Process](#)

Donation Summary:

General Fund	1.00
Total One Time Donation:	\$1.00
Donation Frequency:	One Time
Donation Start Date:	11/25/14

[Edit](#)

(Fig 3)

Once you have established your giving amounts and frequency you will be taken to the Donation Information page (Fig 3) where you will choose the account from which you what the money drawn from.

You can use a checking or savings account. Click on the down arrow to the right of **ACCOUNT** and click on the **NEW ACCOUNT** (Checking or Savings) to enter that information. Once you have set it up it will remember that account for future transactions and you can add more accounts later.

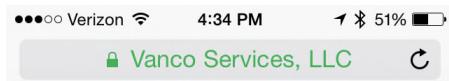


SMART PHONE GIVING

Another way to contribute very easily with your smart phone without typing in the lengthy web address is to scan the **QR code**. There are a number of QR code scanning apps for your phone available at no charge to you (One is called **RedLaser**). Once installed, scan the QR code from the bulletin, enter the info on the screen, log into your account and you are done! (You still need to register first before this is available to you.)



This is the Grace Fellowship QR Code. Scan it and see what it does!



Grace Fellowship Church

[View Full Site](#)

Add Donation [Login / Create Profile](#)

General Fund

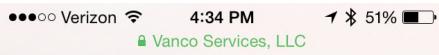
\$

Budgeted Building Fund

\$

SS Missionaries

\$



Deacons Fund

\$

Momentum

\$

Resource Center -Bibles&Books

\$

Donation From:

Frequency:

Start Date: mmddyy

Click "next" to continue

When you scan the code you will be taken to this page. Login or sign up first. (See above instructions on how to do this) Once logged in you can enter the amount you wish to give and the frequency. You can do a one-time contribution for any of the items listed or set up a reoccurring contribution.