

# 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.

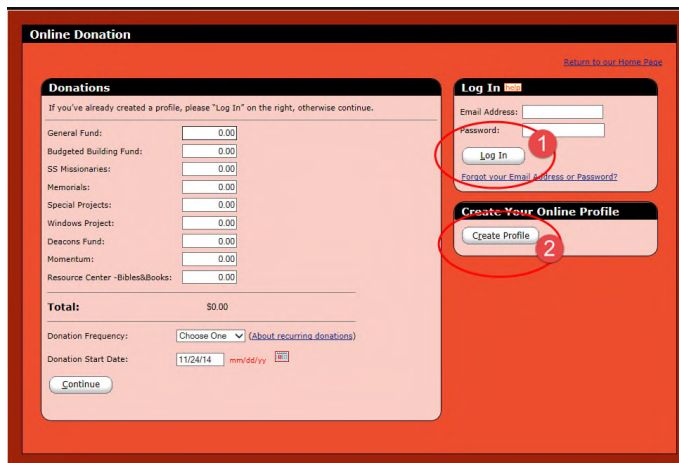
Electronic contributions can be debited from either your checking account or savings account. Credit Card payments are currently not available

## 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.

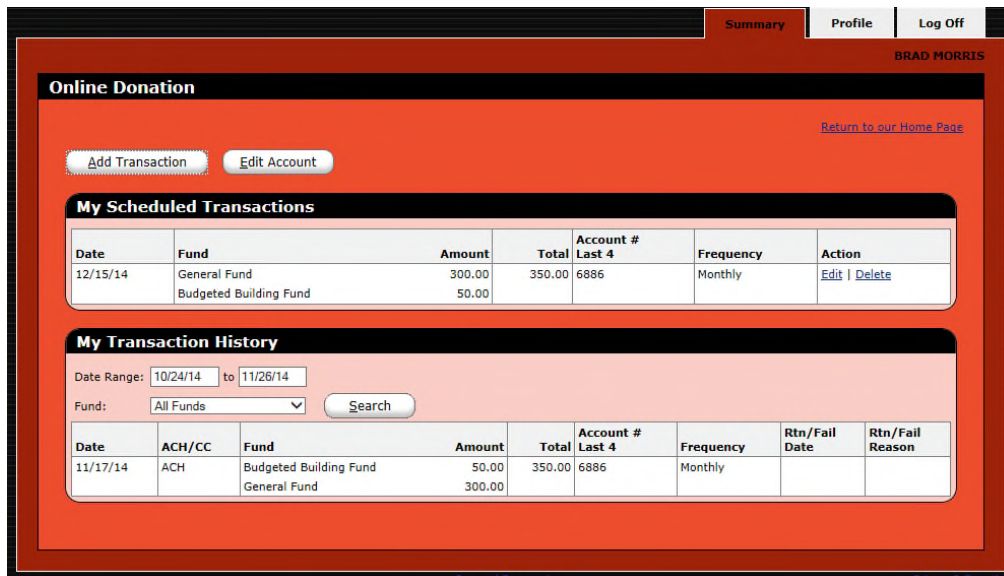


The screenshot shows the 'Online Donation' page. On the left, there is a 'Donations' section with a list of funds and their amounts, all currently at 0.00. Below this is a 'Total' of \$0.00 and a 'Continue' button. On the right, there is a 'Log In' section with fields for 'Email Address' and 'Password', a 'Log In' button, and a link for 'Forgot your Email Address or Password?'. Below the 'Log In' section is a 'Create Your Online Profile' section with a 'Create Profile' button. Red circles and numbers '1' and '2' are overlaid on the 'Log In' button and the 'Create Profile' button, respectively.

(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.



(Fig 2)

Once registered you will be taken to the **ONLINE DONATION** screen. (Fig 2)

This is the screen you will start with from now on.

From this page you can

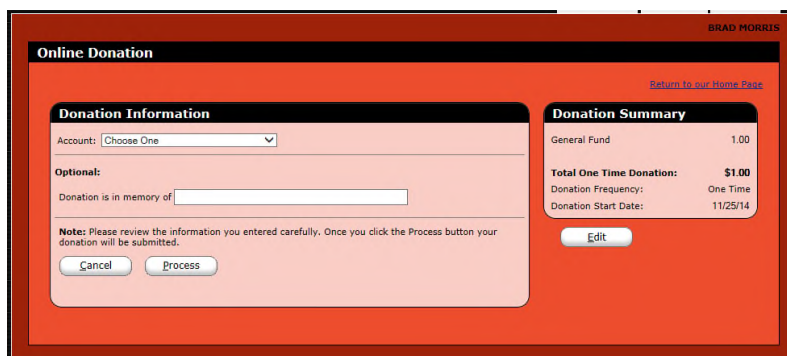
- ADD a transaction (one time or

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)

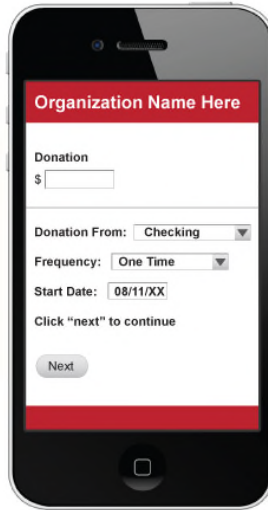
(This can be a one-time event or a reoccurring event. If you want to give to the General fund on a reoccurring schedule you can still come back here any time and give a one-time gift to a special fund.)



(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

\$



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.

## Deacons Fund

\$

## Momentum

\$

## Resource Center -Bibles&Books

\$

**Donation From:** [Choose One](#)

**Frequency:** [Choose One](#)

**Start Date:**  **mmddy**

**Click "next" to continue**

[Next](#)