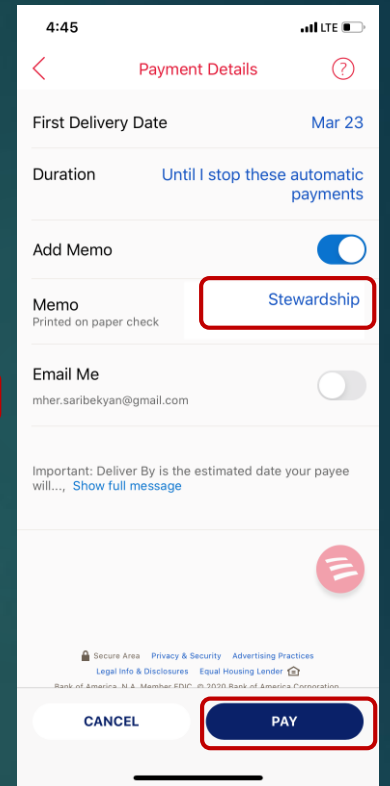
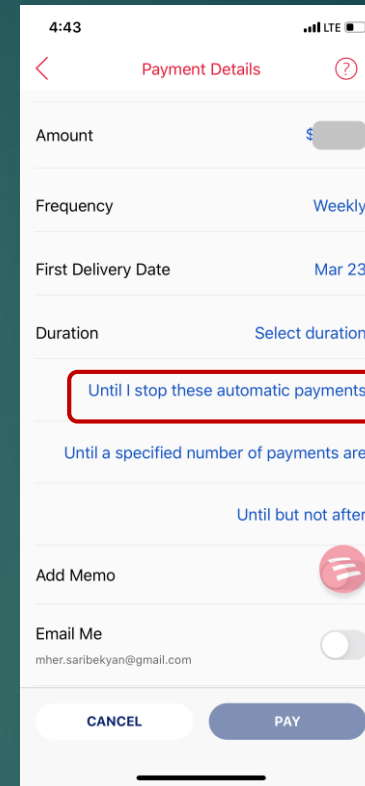
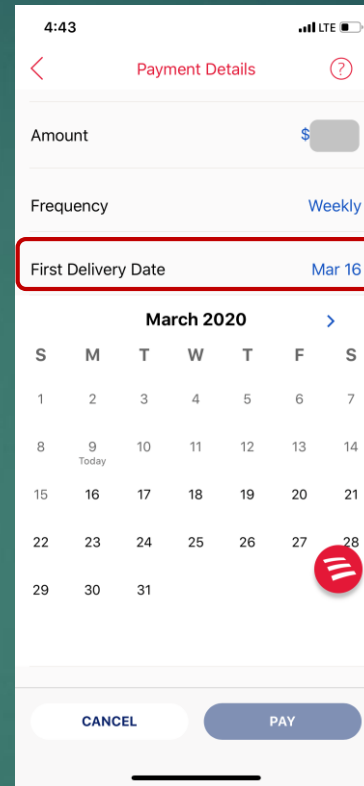
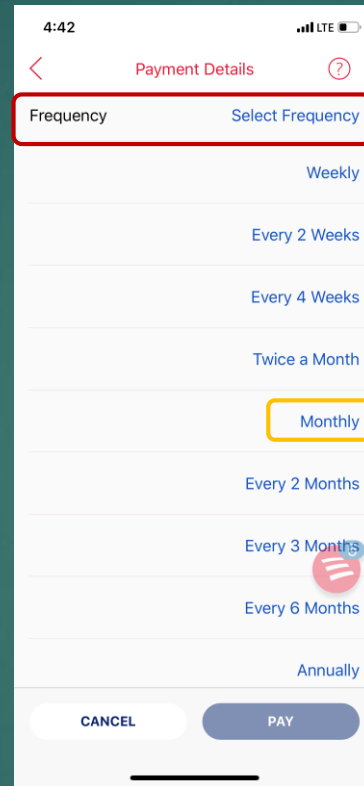
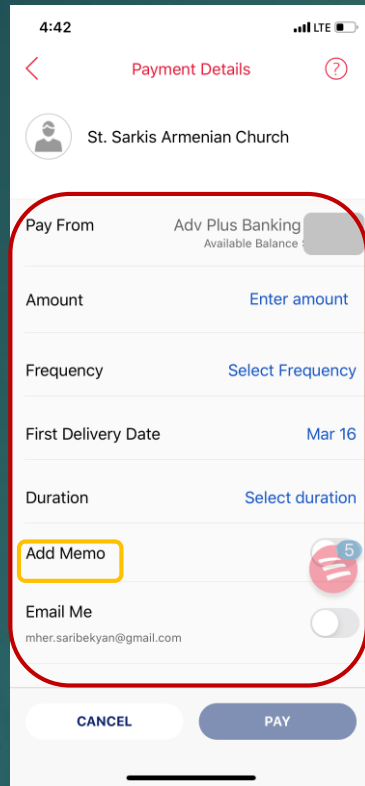
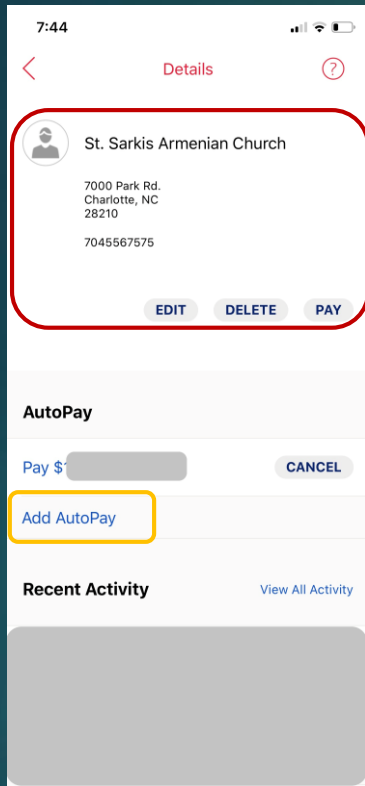


Set Up / Send Automatic Recurring Checks for Stewardship



1. Open the Payee for St. Sarkis Armenian Church which you just set up
2. Click / Tap 'Add Auto Pay'

2. Fill out all of the necessary information (*Amount, Frequency, First Delivery Date, Duration, Memo, etc.*)

Note: Make sure to click / Tap 'Add a memo' and type in 'Stewardship'

- I. Select 'Frequency' (*weekly, bi-weekly, monthly, annually, etc.*)

- II. Select 'First Delivery Date'

- III. Select 'Duration' (i.e. 'Until I stop these automatic payments')

- III. Enter 'Stewardship' under 'Memo'
- IV. Click / Tap 'Pay'

DONE: You have now set up automatic recurring checks to be sent to St. Sarkis Armenian Church beginning from the day which you selected.

Send One-Off Electronic Checks

Occasions can include feast days, In Lieu of Flowers, Event Sponsorships, etc...

1. Login to your bank's mobile app or online banking
2. Navigate to 'Bill Pay'
3. Select 'St. Sarkis Armenian Church'
4. Click / Tap 'Pay'
5. Fill out all of the necessary information including 'Memo'
 - a. **Note:** *It is important to fill out the memo field, so we know what the check is for.*