

E-Giving Member Instructions

Click on our E-Giving Link from our website to be taken to E-Giving

Page 1 - E-Giving Login

1. First time users will need to sign up.
2. Click on the "Register Now" button.

Page 2 - Member Sign-Up

1. Complete the member profile form and create your username and password.
Passwords are case sensitive. Please make a record of your username and password.
2. After completing all information, click "Submit"

Page 3 - Sign up Complete

There are 4 options from this page

1. Click "Donate Now" to continue to our donation page
2. Click "View your profile" to view or make changes to the information that you entered.
3. Click "Go to the Main Menu" to view all of the E-Giving features.
4. IMPORTANT: You must agree to the ACH authorization form to allow for checking or savings account transactions. This also can be accessed from your main menu.

Instructions once you have a username and password.

Click our E-Giving Link from our website to be taken to E-Giving

Page 1 - E-Giving Login Page

1. Enter your username and password you created previously.
2. Click on the "Login" button.

Page 2 - Main Menu

1. Click "Make a Transaction" (to use a checking/savings account you must have accepted the ACH authorization agreement. If incomplete there will be red letters at the top of your Main Menu).

Page 3 - Make a Transaction

1. Enter your transaction amount as you choose.
2. Click "Continue"

Page 4 - Make a Transaction (transaction type)

1. Click on the radio button below to choose your donation frequency:
 1. Process the above fund(s) now.
 2. Schedule the above fund(s) to be processed once on a future date.
 3. Schedule the above fund(s) to be processed on a recurring schedule. (for example purposes this option that we are choosing).
2. Click "Continue"

Page 5 - Make a Transaction (Schedule options)

1. Choose your giving frequency (weekly, bi-weekly, monthly, semi-monthly)
2. Choose your start date and end date.
3. Click "Continue"

Page 6 - Make a Transaction (Payment Information)

1. Click down arrow and choose your payment type.
 1. Enter payment information for your choice and click "Continue"

Page 7 - Make a Transaction (Transaction Summary)

1. Verify all information on this screen to be sure it is correct and then click "I Authorize This Transaction" to submit your donation.

Page 8 - CONGRATULATIONS! Your donation is complete.