

CREATING A DONOR ACCOUNT

An Online Giving Account should be created to have the ability to set-up recurring donations, pledges and be able to view and print history. Setting up an account will also allow you to set-up payment methods that can be used for future donations. An email address can only be used once per Online Giving URL.

- Navigate to your Online Giving URL
- Click on the *Create New Account* link or the *Sign up for a New Account* link.
- The *New User Account Wizard* will appear

Church of Demonstration Online Giving

Home Create New Account

New User Account Registration

1 Profile 2 Credentials 3 Payment Method 4 Give a gift 5 Thank you

First Name * Last Name *

First Name Last Name

Email *

Email

Confirm Email *

Confirm Email

Address *

Line 1 add line 2

City Zip

Phone

() - -

Admin Code

Enter Credentials >

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- **First Name** – The first name on your account
- **Last Name** – This is the last name on the account
- **Email** – This is the email address for your account. The email address can only be used one time per URL. This is the email that such things as password reset and user ids will be sent.
- **Confirm Email** – Type the email again
- **Address** – Most administrators will key in the organizations address when filling in this information. (**Address 2, City/State, and Zip**)
- **Phone** – This is not required but you can key in a contact phone number

Click Enter Credentials.

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New User Account Registration


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User ID *

User Name

Password *

Confirm Password *

I'm not a robot  [Privacy](#) [Terms](#)

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- **Used ID** – This must be between 6 and 35 characters and may be alpha numeric and contain the special characters of !@&*.
- **Password** – This must be between 8 and 16 characters and may be alpha numeric and contain the special characters of !@&*.
- **Confirm Password** – Type your password a second time
- **I'm not a robot (Captcha)** – This is required and helps the system know that you are a human creating an account and not a computer. This is for security purposes that you will need to solve the puzzle (clicking pictures as instructed).

Click the **Create Account** button. You will receive email confirmation that your account has been created.

The registration process allows you to enter a payment method at this point. You may also choose *No Thanks* and the process will end.

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New User Account Registration

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You've successfully created an Online Giving Account. Add a payment method to your account so you can start giving.

Add Bank Account Add Credit Card

Bank Name * ?
How will you refer to this account?

Bank Account Type
Select

Routing Number *
[Input Field]

Confirm Routing Number *
[Input Field]

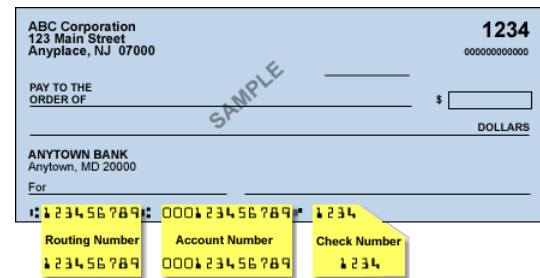
Account Number *
[Input Field]

Confirm Account Number *
[Input Field]

Create Payment No Thanks

To add a Bank account:

- **Bank Name** – How the account will show in Online Giving
- **Bank Account Type** – Savings or Checking
- **Routing Number** – The routing number located on the bottom of a check
- **Confirm Routing Number** – Confirmation to ensure the routing numbers match
- **Account Number** – The account number located on the bottom of a check
- **Confirm Account Number** – Confirmation to ensure the account numbers match



Click **Create Payment** to add the payment method to your account and continue to the next step in the process.

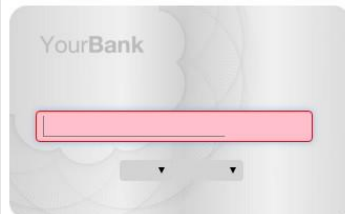
New User Account Registration



You've successfully created an Online Giving Account. Add a payment method to your account so you can start giving.

[Add Bank Account](#) [Add Credit Card](#)

Accepted Cards

Card Nickname * 

How will you refer to this card?

Use Alternate Address

[Create Payment](#) [No Thanks](#)

To add a Credit Card:

- **Card Number** – The card number listed on your credit card. **Note:** Your organizations accepted cards are displayed and will be the only options accepted.
- **Expiration Month** – Drop down to select the month of your card expiration
- **Expiration Year** – Drop down to select the month of your card expiration
- **Card Nickname** – The name your credit card will appear in the Online Giving System
- **Use Alternate Address** – Will expand fields to enable your billing address to be different than the address listed on your account.

Click **Create Payment** to add the payment method to your account and continue to the next step in the process.

The registration process allows you to enter gifts at this point. You may also choose **No Thanks** and the process will end. When adding the gift the wizard will continue to populate the screen with instructions for the required data.

To begin choose a fund. The Gift types will be limited to those that are allowed for that specific fund.

New User Account Registration



Your payment method was saved. Let's create your first gift.

Start by selecting a fund:

Weekly Offering

Regular Weekend Collection

Select A Gift Type: ?

One Time

How much would you like to give? *

\$ 25

When would like to make the gift? *

12/25/2015

Would you like to give an additional gift of \$3.00 to offset fees?

No

Please enter any special intentions for this gift.

One Time Gifts:

- **Amount** – The total amount of this gift
- **Date** – The date this gift is to be given
- **Defray** – (Only if the payment method is a credit card) Yes or No
- **Special Intentions** – If any special intentions are intended with the gift

New User Account Registration

1 Profile 2 Credentials 3 Payment Method 4 Give a gift 5 Thank you

Your payment method was saved. Let's create your first gift.

Start by selecting a fund:

Weekly Offering

Regular Weekend Collection

Select A Gift Type: ?

Recurring

What is the amount you'd like to give? * \$ 25.00

What date should this recurring gift start? * 12/25/2015

How often would you like these gifts to occur? * Yearly

Recurring Gifts:

- **Amount** – The amount to be given on each recurrence
- **Date** – The date to start the recurring payments
- **Recurrence** – How often you would like the gifts to recur. These options are limited based on your organizations preferences

New User Account Registration

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Your payment method was saved. Let's create your first gift.

Start by selecting a fund:

Building Improvement

Fund to help the development of the Church.

Select A Gift Type: ?

Pledge

What is the total amount for this pledge ? * \$ 1000.00

Would you like to make a one-time initial deposit? Yes

What is the amount of your deposit? * \$ 100.00

When would you like to make the deposit? * 12/25/2015

Pledge remaining after deposit \$900.00

What is the recurring amount you'd like to give? * \$ 25.00

When should these installments start? * 12/25/2015

How often should these installments occur? * Monthly

Gift Summary:

Pledge:

- **Pledge Total** – The total amount of the pledge
- **Initial Deposit** – If you would like to include an initial deposit, Yes or No
 - **Deposit Amount** – The amount of your deposit
 - **Deposit Date** – The date of your deposit
- **Recurring installment amount** – The amount of your recurring payment towards the pledge
- **Installment start date** – Date the installments start
- **Installment recurrence** - How often you would like the installments to occur. These options are limited based on your organizations preferences

Each gift has a summary at the bottom detailing the above information to allow you to double check before submitting the gift.

Gift Summary:

I would like to make a One Time Gift of \$25.00 (plus an additional gift of \$3.00 to offset fees) to Mass Intentions.
Please charge my Visa payment method one time on 12/25/2015 .

[Submit Gift](#) [No Thanks](#)

New User Account Registration

1 Profile 2 Credentials 3 Payment Method 4 Give a gift 5 Thank you

Your gift has been submitted

Thank you for creating a new Online Giving account.

A confirmation email has been sent to your email address.

Would you like to

[Give Another Gift](#) [Go to Home Page](#)

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The registration process is finished after submitting the gift. You have the option to give another gift which repeats the above process for gifts, or go to the Online giving home page. You will receive a confirmation email regarding any gifts that are set up.