

How to sign up for **REPEATING** automatic giving to Faith United Methodist Church

Visit the designated link to the sign up page. (Shown below)

(Note: To sign up online, you must have an active email address.)

Each of the fields on the left side needs to be filled in:

General Operating: **Amount** you would like to donate each time a donation is made.

Donation Frequency: Select one of the following: **One Time / Weekly / Monthly**

Donation Start Date: Date you would like the donations to begin. (Note: Depending on your answer of the previous question, your following donations will repeat on the same day of the week or same day of the month if you selected either weekly or monthly above.)

Right Side of this form: Select **Create Profile**.

Enter your email address (2 times), Press **Continue**

You will now be asked to fill in your personal information. **Note: All fields are required.**

Press **Create Profile**

Test Testing

Online Donation

Thank you for creating a profile. To add a Donation, click the Add Transaction button below. [Return to our Home Page](#)

My Scheduled Transactions

You do not have any transactions scheduled.

My Transaction History

Date Range: 09/30/19 to 11/04/19

Fund: All Funds

No donations were found for this Date Range and Fund selection.

The above screen now allows you to schedule donations and when they will begin. (This will be a repeat of the first screen of these instructions.)

test test

Online Donation

[Return to our Home Page](#)

Donations

General Operating: 500.00

Donation Frequency: Monthly (About recurring donations)

Donation Start Date: 01/01/20 mm/dd/yy

You will now be prompted to give information on where the funds will be coming from:

- Credit or Debit Card Transaction
- Your Checking Account
- Your Savings Account

test test

Online Donation

[Return to our Home Page](#)

Donation Information

Account:

- Credit/Debit Card**
New Account - Credit/Debit Card
- Checking**
New Account - Checking
- Savings**
New Account - Savings

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

Donation Summary

General Operating 500.00

Total Monthly Donation: \$500.00

Donation Frequency: Monthly

Donation Start Date: 01/01/20

You will need to put a "check" in the I'm not a robot "box".
Click the **Process** button.

IF you selected the Credit/Debit Card option: You will need to fill out the following screen and click the **Process** button.

Donation Information

Account:

Card Number:

Expiration Date: /

Name Of Cardholder:

Optional: - Give additional 2.75% to help offset the processing fee
 Use Profile Address

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip: /

I'm not a robot

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

Donation Summary

General Operating 500.00

Total Monthly Donation: \$500.00

Donation Frequency: Monthly

Donation Start Date: 01/01/20

OR:

IF you selected the Checking option: You will need to fill out the following screen and click the **Process** button.

Online Donation [Return to our Home Page](#)

Donation Information

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required) /

Phone Number:

Email Address:

Account Type
 Credit/Debit Card Checking Savings

Routing Number:

Account Number:

Joe Smith 1234 Anystreet Court Anycity, AK 12345 1234

Pay to the order of: _____ Dollars

Bank Anywhere

123456789 123456789123 1234

Bank Routing Number Bank Account Number Check Number (Do not use)

Would you like to save your profile before continuing?

Saving your profile will:
- Take only a moment—all you have to do is select a password
- Enable you to change or stop a recurring donation at any time
- Allow you to view and print your online donation history

Select Password

I'm not a robot 

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

Process

Donation Summary

General Operating 500.00

Total Monthly Donation: \$500.00

Donation Frequency: Monthly

Donation Start Date: 11/01/19

Edit

OR:

IF you selected the Savings option: You will need to fill out the following screen and click the **Process** button.

Online Donation [Return to our Home Page](#)

Donation Information

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required) /

Phone Number:

Email Address:

Account Type
 Credit/Debit Card Checking Savings

Routing Number: *

Account Number:

* Routing Number: Contact your financial institution for Routing Number.

Would you like to save your profile before continuing?

Saving your profile will:
- Take only a moment—all you have to do is select a password
- Enable you to change or stop a recurring donation at any time
- Allow you to view and print your online donation history

Select Password

I'm not a robot 

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

Process

Donation Summary

General Operating 500.00

Total Monthly Donation: \$500.00

Donation Frequency: Monthly

Donation Start Date: 11/01/19

Edit

You have now completed your set up and your automatic giving will begin effective the date that you entered as a start date.