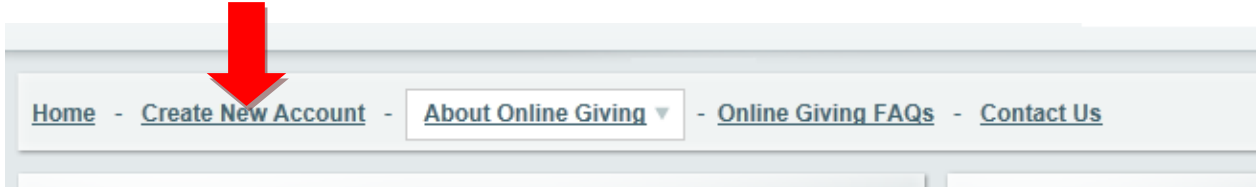
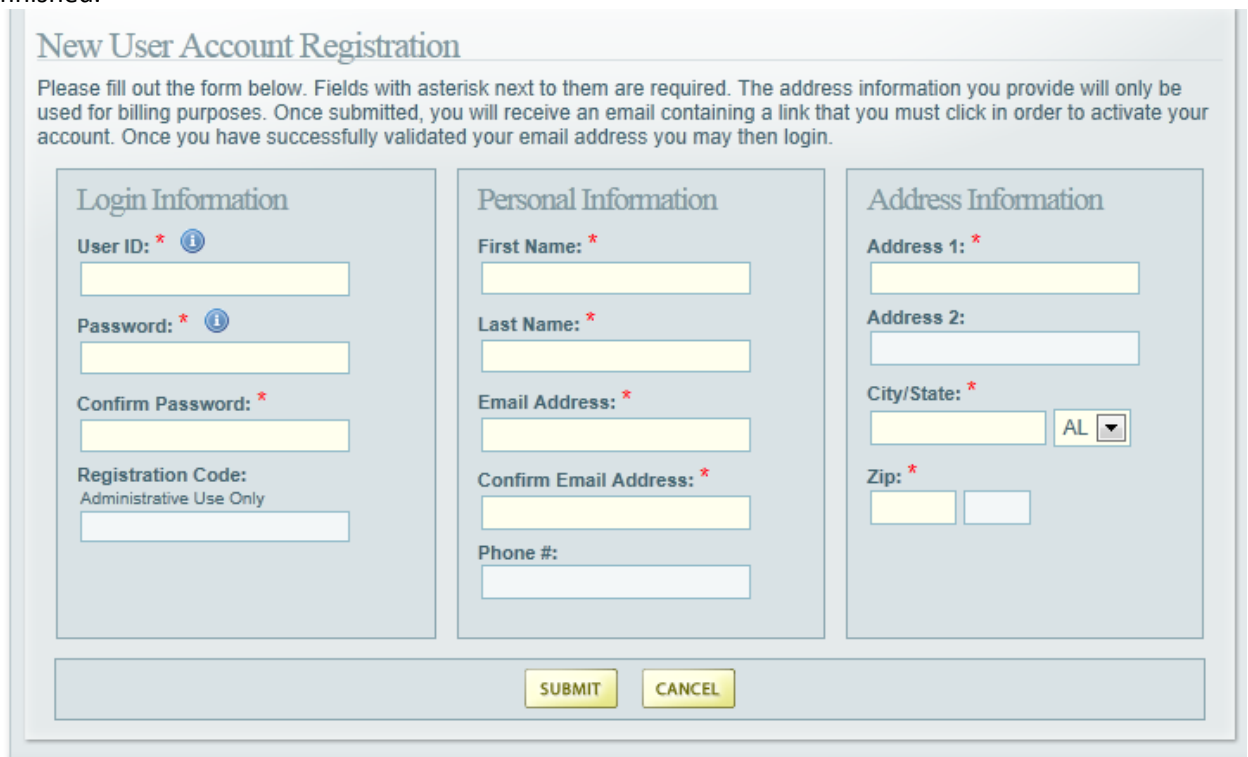


1. Click on the link to Online Giving from your Church's Webpage
2. Click on "Create New Account"






3. Fill in all the information to create an account. You will not fill in a Registration Code. Click "Submit" when finished.



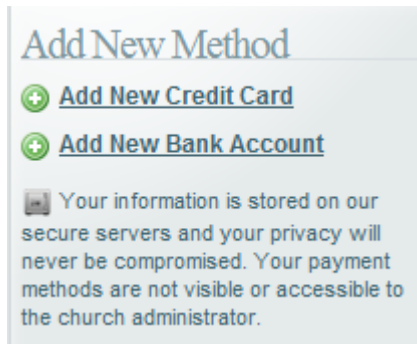
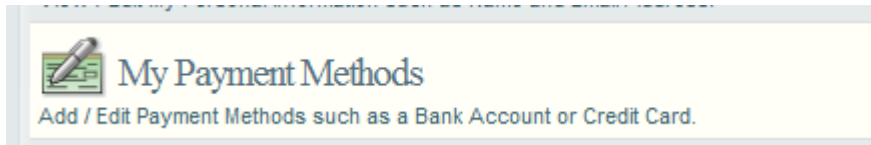
**New User Account Registration**

Please fill out the form below. Fields with asterisk next to them are required. The address information you provide will only be used for billing purposes. Once submitted, you will receive an email containing a link that you must click in order to activate your account. Once you have successfully validated your email address you may then login.

<b>Login Information</b> User ID: *  <input type="text"/> Password: *  <input type="password"/> Confirm Password: * <input type="password"/> Registration Code: Administrative Use Only <input type="text"/>	<b>Personal Information</b> First Name: * <input type="text"/> Last Name: * <input type="text"/> Email Address: * <input type="text"/> Confirm Email Address: * <input type="text"/> Phone #: <input type="text"/>	<b>Address Information</b> Address 1: * <input type="text"/> Address 2: <input type="text"/> City/State: * <input type="text"/> AL  Zip: * <input type="text"/> <input type="text"/>
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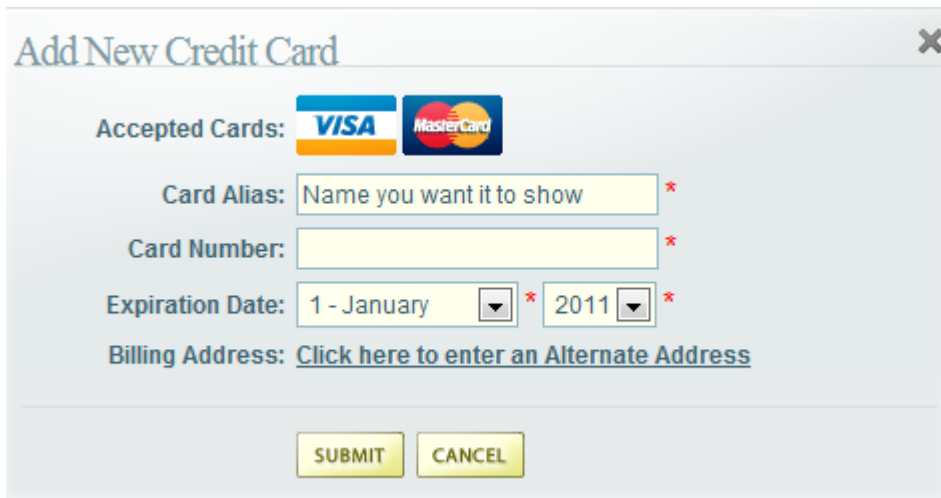
4. You will receive an email from your church to validate your account. This normally comes within 10 minutes. You will need to click the link in the email or copy and paste the link if you cannot click on it. This will validate the account so you can log in and continue. You will not be able to log in until you complete this step.
5. Log Into your Online Giving Account

6. Navigate to “My Payment Methods”



7. Choose either “Add New Credit Card” or “Add New Bank Account”
8. For Credit Card, enter appropriate information & click “submit”

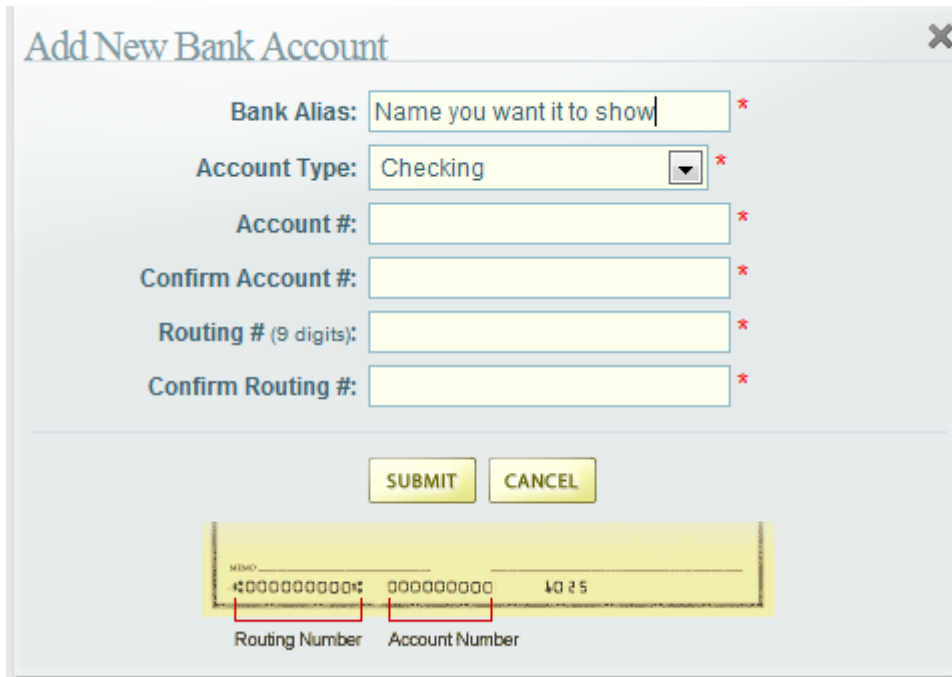
\*\*your card will now be visible with the card name you gave it.



The screenshot shows a form titled "Add New Credit Card" with a close button (X) in the top right corner. It includes the following fields and options:

- Accepted Cards: VISA and MasterCard logos.
- Card Alias: A text input field with the placeholder "Name you want it to show" and a red asterisk.
- Card Number: A text input field with a red asterisk.
- Expiration Date: Two dropdown menus, the first showing "1 - January" and the second showing "2011", both with red asterisks.
- Billing Address: A link that says "Click here to enter an Alternate Address".
- Buttons: "SUBMIT" and "CANCEL" buttons at the bottom.

9. For “Add a New Bank Account” fill out the appropriate information and click “submit” \*\*your new payment method will appear in the screen as the name you associated to it.

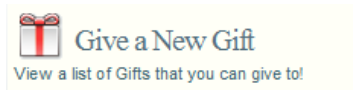


The screenshot shows a web form titled "Add New Bank Account" with a close button (X) in the top right corner. The form contains the following fields, each with a red asterisk indicating it is required:

- Bank Alias: Name you want it to show
- Account Type: Checking (dropdown menu)
- Account #:
- Confirm Account #:
- Routing # (9 digits):
- Confirm Routing #:

Below the form are two buttons: "SUBMIT" and "CANCEL". At the bottom, there is a yellow box containing a sample MICR line: "MEMO \*\*\*\*\* 0000000000 1025". Red brackets below the line identify "0000000000" as the "Routing Number" and "1025" as the "Account Number".

10. Navigate to "Give a New Gift"

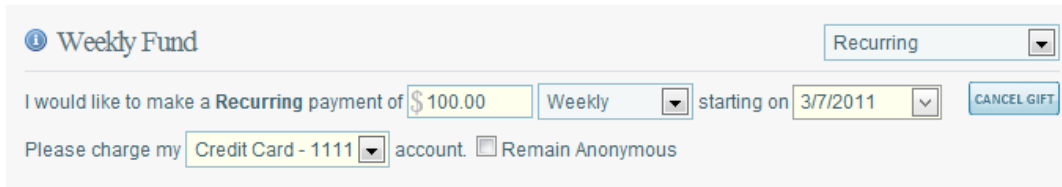


11. You will now see a list of all the funds you can give to, select the drop down across from the fund you wish to give to.



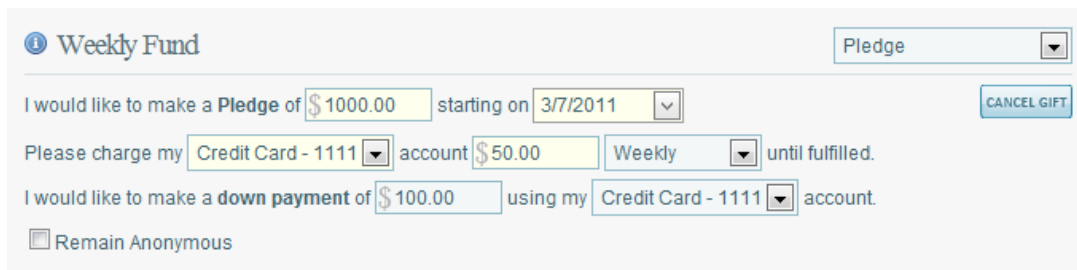
12. Select either "Recurring", "Pledge" or "One Time"

13. For **“Recurring”** enter the payment amount, the frequency you wish the funds to be given, the date you wish to start giving on and the account you wish to give from (you can also submit the gift as anonymous).



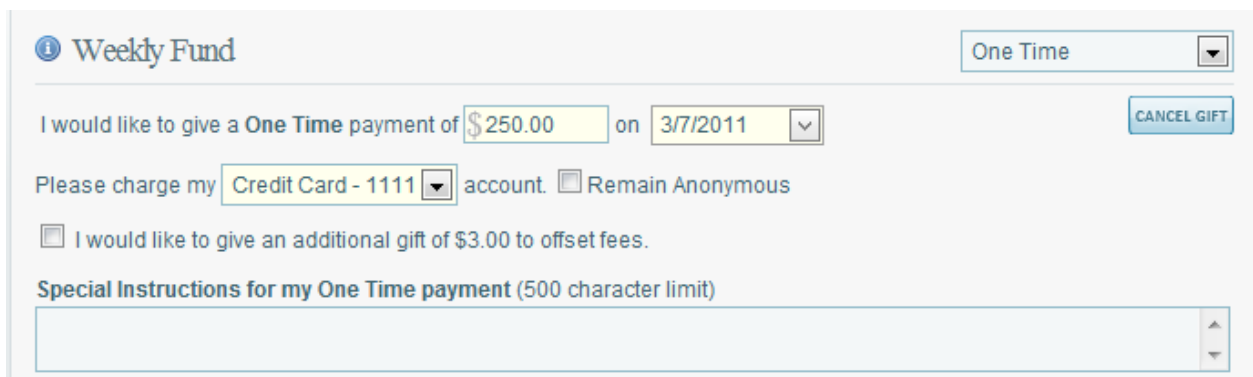
The screenshot shows the 'Weekly Fund' form with the 'Recurring' dropdown menu selected. The form includes a text input for the payment amount (\$100.00), a frequency dropdown (Weekly), a starting date dropdown (3/7/2011), and a 'CANCEL GIFT' button. Below this, there is a dropdown for the account type (Credit Card - 1111) and a checkbox for 'Remain Anonymous'.

14. For **“Pledge”** you will want to enter the amount to pledge, the date to start on, the account you wish to give from, how much to give each time as well as the frequency you want to give (weekly, bi weekly, etc.). You can also put in a down payment amount and what account to pull from as well as remain anonymous.



The screenshot shows the 'Weekly Fund' form with the 'Pledge' dropdown menu selected. The form includes a text input for the pledge amount (\$1000.00), a starting date dropdown (3/7/2011), and a 'CANCEL GIFT' button. Below this, there is a dropdown for the account type (Credit Card - 1111), a text input for the amount to give each time (\$50.00), a frequency dropdown (Weekly), and the text 'until fulfilled'. At the bottom, there is a text input for a down payment amount (\$100.00), a dropdown for the account type (Credit Card - 1111), and a checkbox for 'Remain Anonymous'.

15. For **“One Time”** you will want to fill out the amount you wish to give, the date you want to give on as well as the account to pull from and whether you wish to remain anonymous and leave special instructions.



The screenshot shows the 'Weekly Fund' form with the 'One Time' dropdown menu selected. The form includes a text input for the payment amount (\$250.00), a date dropdown (3/7/2011), and a 'CANCEL GIFT' button. Below this, there is a dropdown for the account type (Credit Card - 1111) and a checkbox for 'Remain Anonymous'. There is also a checkbox for 'I would like to give an additional gift of \$3.00 to offset fees.' At the bottom, there is a text input for 'Special Instructions for my One Time payment (500 character limit)'.

16. Once you have picked what you wish to give, scroll down to the bottom and click “Next”



17. You will then be asked to confirm your gift, here it tells you the gift has NOT been submitted yet. You can review what you wish to donate and are told you will receive a receipt in your email. To confirm your payment please click the "Submit" button.



18. The system will then tell you that you have successfully given the gift, you can either click print to print a copy or finish to go back to the main menu.