Getting started with Online Giving for Northminster Presbyterian Church

Our purpose is to help you navigate the registration process to get signed up for online giving and to show you the screen information that you will need before you begin! We hope it helps make signup and selecting commitment choices easier.

Once you get logged in, there is a help screen on each page with instructions and videos on how to use that page.

1. Go to the church website at <u>www.npcsarasota.com</u>. Click on the menu item "Online Giving." (This document is also there)

- 2. Click on the link to go to Online Giving
- 3. Click on Sign up for a New Account, as shown below.

Northminster Presbyterian Chur	ch 🗾
Home - Create New Account - About Online Giving - Online Giving FAQs -	Contact Us
Wetch Help Video! Wetch Help Video!	Existing User Login User ID: Password: Login Eoropt User ID or Password? Sign up for a New Account
	Give one time without creating an account! Click here to Quick Give.

4. On the New User Account Registration page, fill in all the information in blanks that are marked with a red * and outlined in red below. Other entries are optional.

You need to decide on a User ID and Password for your new account. Good passwords that can help ensure account security have both upper and lower case letters, at least one number and one or more special characters, like *, #, or \$.

When you complete filling out the required information, type in the "code" shown at the bottom and click "Submit."

your account. Once you have successfully validated your email address you may then login.

Login Information	Personal Information	Address Information
User ID: * 🕕	First Name: *	Address 1: *
Password: * 🕕	Last Name: *	Address 2:
Confirm Password: *	Email Address: *	City/State: *
Registration Code: Administrative Use Only	Confirm Email Address: *	Zip: *
	Phone #:	
C Show another code	de as shown:	
as952		
SUBMIT		

5. The next screen indicates your new account has been created and that a confirming email has been sent to your email address.

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Home - Create New Account - About Online Giving V - Online Giving FAQs - Contact Us		
, Your New Account Has Been Created!		
Your new Online Giving account has been created. Before you can login and start donating, you must validate your email address. To do this, please open the email we sent to you and click on the link. This will help us make sure the email address you provided is valid. Please allow up to 2 hours to receive this email.		

6. Your email content will look similar to the one below. Click on the link in the email. This confirms that you are the registered user and the link will take you back to the login screen so you can login for the first time.

Dear XXXXX, Thank you for creating a new Online Giving account. To confirm your new account, please click the following link: (<u>Specific confirmation link will be here</u>) Once confirmed, you may log into your account using the user id and the password you selected when registering. Thank you, Northminster Presbyterian Church 7. Using your new User ID and Password, log in to your account.



8. The next screen will be the "Give a New Gift" / "Online Giving Home" page. You must choose My Payment Methods FIRST to setup the account(s) that you will use. You cannot give any gifts without at least one account created to use for funding the gift(s)

View a list of Gifts that you can give to!		Total Given: \$0.00 Given YTD: \$0.00
Wy Personal Information View / Edit My Personal Information such as Name and Email Address.		My Recent Gifts
My Payment Methods Add / Edit Payment Methods such as a Bank Account or Credit Card.	Do this	first!
Wy Online Giving History View a detailed History of your past Online Giving.		
Wy Active Online Giving View / Edit Gifts that you are actively Giving to, such as a Pledge.		

9. The Manage My Payments screen has menu items to use a credit card or a bank account, or both, for your gifts. Pick your choice to setup the first account.

Manage My Payment Methods	Watch Help Video!
My Credit Cards My Bank Accounts	O Add New Credit Card
Row win card Expired/expiring in 30 days	Add New Bank Account
You co not have any Cred Cards on file. <u>Click here</u> to add one!	Your information is stored on our secure servers and your privacy will never be compromised. Your payment methods are not visible or accessible to the church administrator.

10. Credit Card setup and bank account setup screens. Don't forget to type in the code at the bottom before you "Submit."

	Add New Bank Account	
	Bank Alias: *	
	Account Type: Checking *	
	Account #:	
Add New Credit Card	Confirm Account #: *	
Accepted Cards: VISA	Routing # (9 digits): *	
Card Alias:	Confirm Routing #: *	
Card Number: *	C Show another code	
Expiration Date: 1 - January * 2012 * * Billing Address: <u>Click here to enter an Alternate Address</u>	Enter the code as shown:	
C Show another code		
fSset	SUBMIT	
	4000000000 4025	
SUBMIT CANCEL	Routing Number Account Number	

11. After you setup the first account, you will go to the main giving selection page. From almost any page, you can get to another page directly by clicking on Manage My Account at the top of the page.

Northminster Presbyterian Churc	ch 🗾
Manage My Account	Welcome Tom Latimer - <u>Sign Out</u>
My Online Giving Home Watch Help Video!	My Giving Snapshot
Give a New Gift	Total Given: \$0.00
My Personal Information o!	Given YTD: \$0.00
My Payment Methods at O11	My Recent Gifts
My Online Giving History	
My Active Online Giving	
My Online Giving History	

12. There are multiple Gift selections. To start, pick (Select Gift Type) to the right of the Gift type that

you wish to give. There is a small icon to the left of each item. Click on it for more information about the item. When you set up a gift, you will get an email confirmation. If it is recurring, you will also receive an email just before the next recurring gift is due to be sent to the church.

Manage My Account About Online Giving Contact Us	Welcome Tom Latimer - <u>Sign Out</u>
Select one or More Gifts Below	Watch Help Video!
In Annual Pledge to Operating Fund	{Select Gift Type}
Church Budget Fund (not pledged)	{Select Gift Type}
1 Local Mission	{Select Gift Type}
(1) Wheelchair Mission	{Select Gift Type}

There are up to three payment options for each gift type. Some gift types allow you to add special instructions to help the church understand the details or instructions about your gift.

Recurring: You determine the amount of payment for each period. The gift payments continue until you cancel the gift.

1 Building Fund	Recurring	•
I would like to make a Recurring payment of S Weekly starting on	~	CANCEL GIFT
Please charge my {Select Account} 💽 account. 🔲 Remain Anonymous		

One Time: This is a one time payment for the gift amount you determined.

1 Building Fund	One Time
I would like to give a One Time payment of Son	CANCEL GIFT
Please charge my {Select Account}	
Special Instructions for my One Time payment (500 character limit)	
	.::

Pledge: You determine the total amount and the amount per payment period. The gift payments will continue until the total amount is met. (Note: Available in January for our annual pledge campaign)

Image Pledge to Operating Fund	Pledge	•
I would like to make a Pledge of \$ starting on		CANCEL GIFT
Please charge my {Select Account} 🗨 account \$ Weekly	🔹 until fulfilled.	
I would like to make a down payment of $\$$ using my {Select Account}	 account. 	
Remain Anonymous		

When you complete your gift entry, go to the bottom of the page to click "Next" to go the confirmation page. If you make a mistake on the entry, you can go to the bottom and click "Clear Gifts."

We hope that this guide has been useful to you as you start to use the Online Giving system for the church!