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 www.npcsarasota.com. 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.

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."

Login Information

User ID: * ⓘ

Password: * ⓘ

Confirm Password: *

Registration Code:
Administrative Use Only

Personal Information

First Name: *

Last Name: *

Email Address: *

Confirm Email Address: *

Phone #:

Address Information

Address 1: *

Address 2:

City/State: *   AL ▼

Zip: *

↻ Show another code

as95z

Enter the code as shown:

SUBMIT   CANCEL

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

Home - Create New Account - About Online Giving ▼ - 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: (**Specific confirmation link will be here)**
> 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.
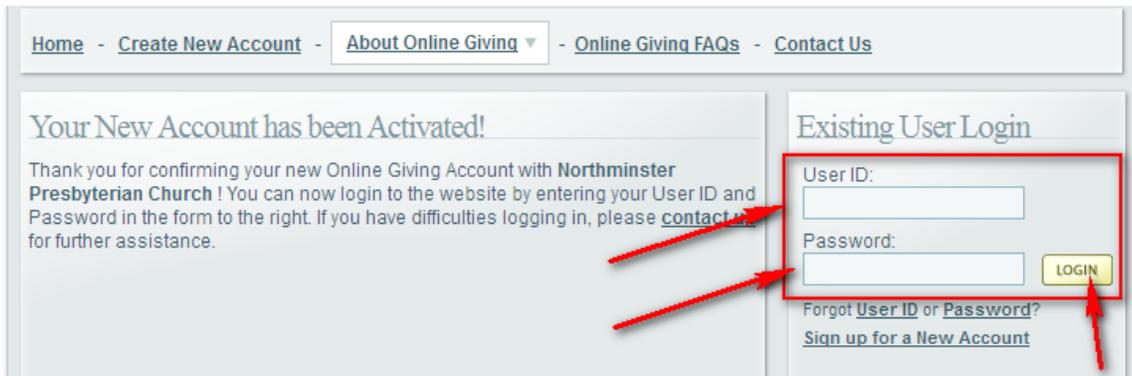
8. The next screen will be the "Give a New Gift" / "Online Giving Home" page. You must choose My Payment Methods FIRST to setup the account(s) that you will use. You cannot give any gifts without at least one account created to use for funding the gift(s)
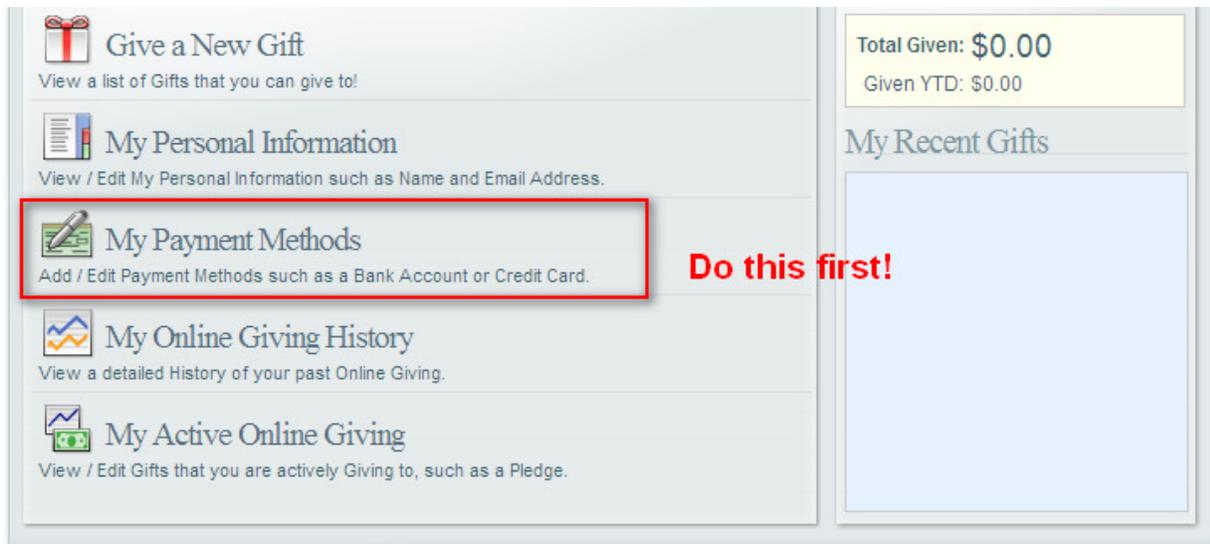
9. The Manage My Payments screen has menu items to use a credit card or a bank account, or both, for your gifts. Pick your choice to setup the first account.
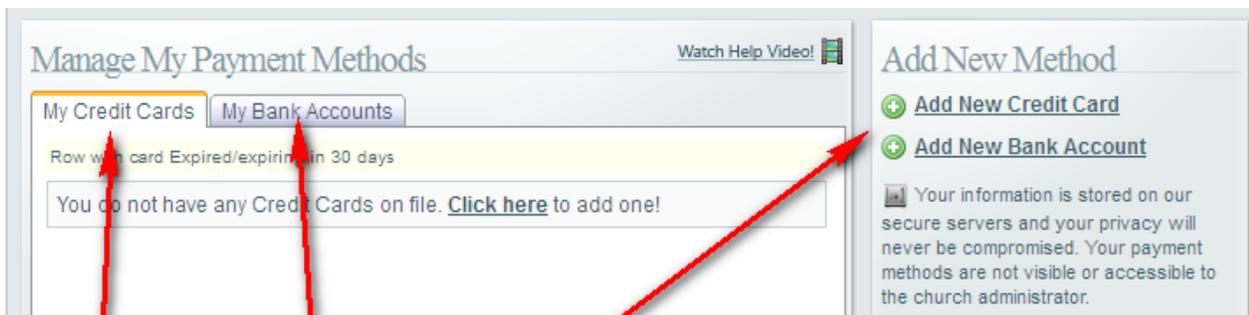
10. Credit Card setup and bank account setup screens. Don't forget to type in the code at the bottom before you "Submit."
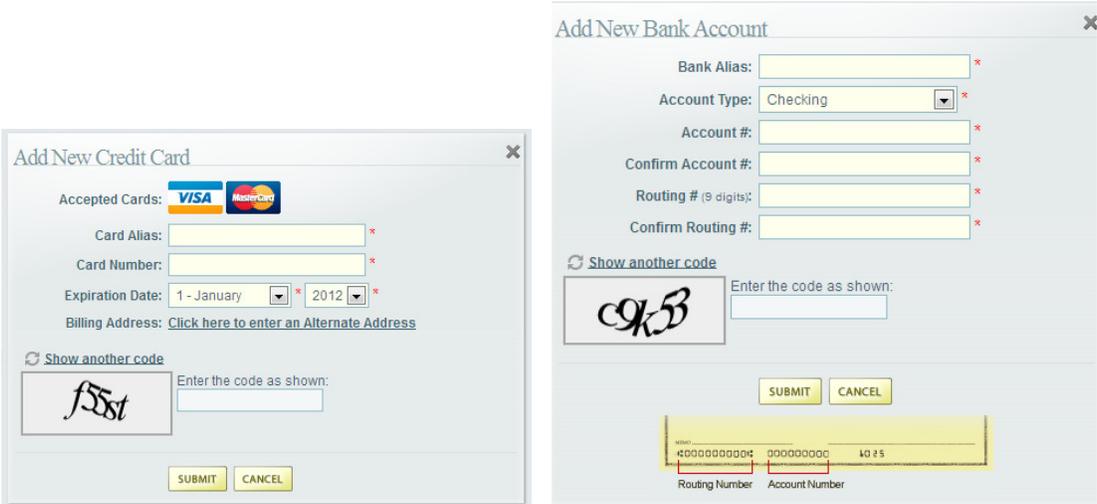
11. After you setup the first account, you will go to the main giving selection page. From almost any page, you can get to another page directly by clicking on Manage My Account at the top of the page.

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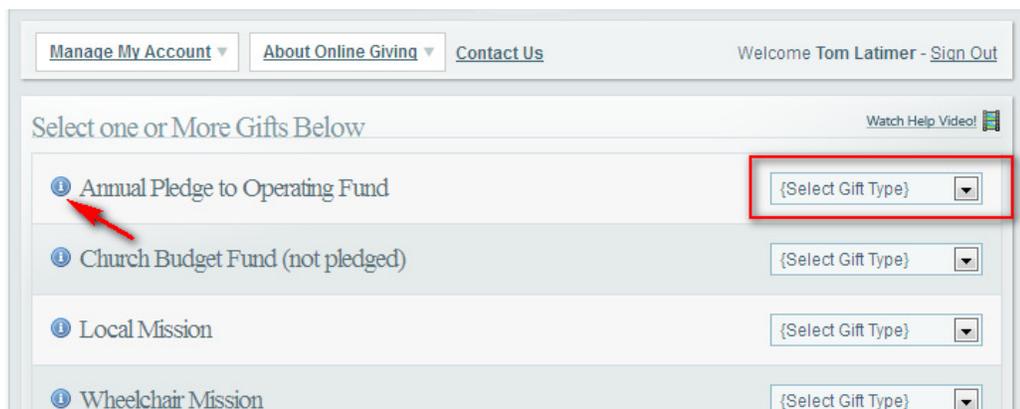
There are up to three payment options for each gift type. Some gift types allow you to add special instructions to help the church understand the details or instructions about your gift.

Recurring: You determine the amount of payment for each period. The gift payments continue until you cancel the gift.
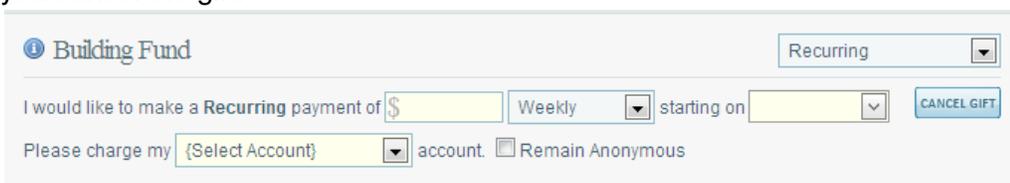
One Time: This is a one time payment for the gift amount you determined.
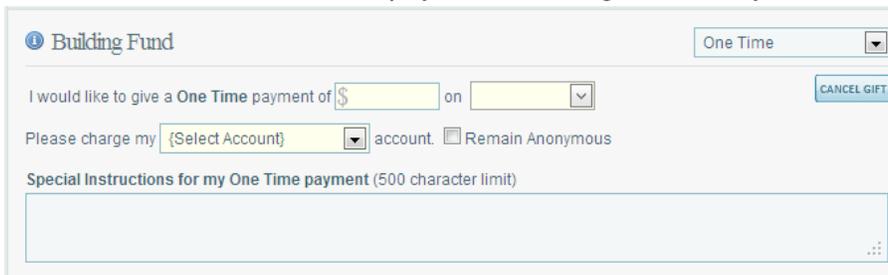
Pledge: You determine the total amount and the amount per payment period. The gift payments will continue until the total amount is met. (Note: Available in January for our annual pledge campaign)
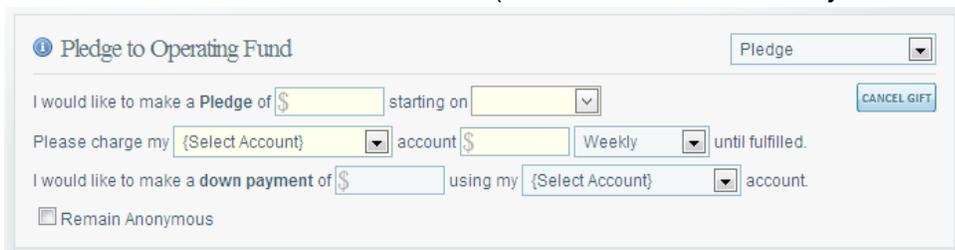
When you complete your gift entry, go to the bottom of the page to click "Next" to go the confirmation page. If you make a mistake on the entry, you can go to the bottom and click "Clear Gifts."

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