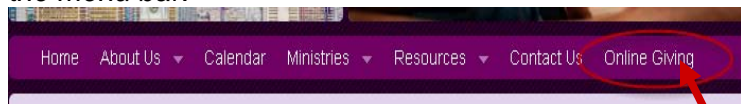


This **Quick Start** guide was created to help you start benefiting from the **Online Giving** feature on the [www.smbapt.org](http://www.smbapt.org) as quickly as possible.

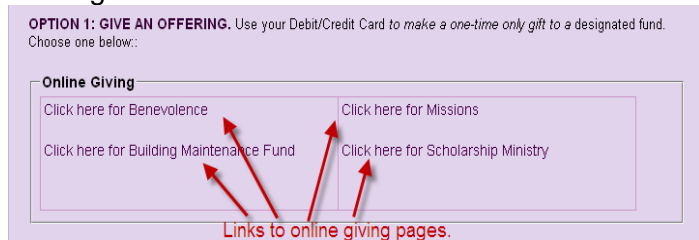
To get started you must click the **Online Giving** link on the menu bar.



## Option 1: Giving an offering

This option allows you to **give a one-time offering** for Benevolence, Building Maintenance, Missions or Scholarship Ministry **using your Debit/Credit Card only**.

**STEP 1:** Click on the link you wish to give an offering to.



**STEP 2:** Enter amount and name of ministry/fund. The **DESIGNATED FOR:** field is optional. Click the Next button.



**STEP 3:** Enter your billing information and click Next button. Note: You must complete all mandatory fields. The **DONOR CODE** field is the same as Envelope # used on your church envelopes.

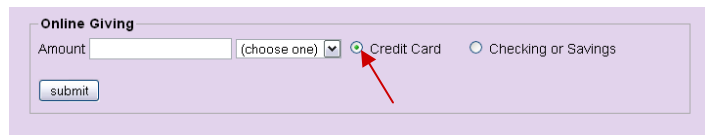
**STEP 4:** Review the information you entered and click Submit button to send your gift.

## Option 2: Giving a tithe

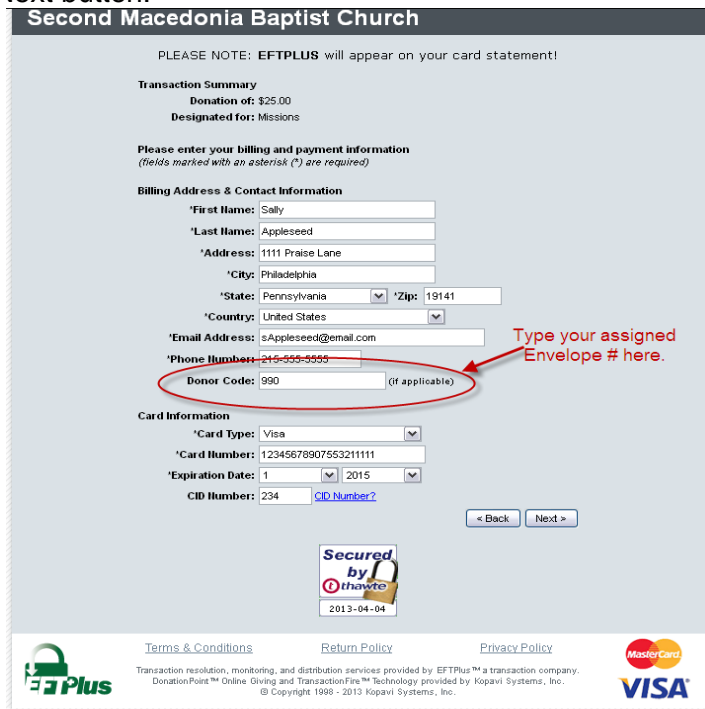
This option allows you to **give a one time or recurring tithe** using your **Savings/Checking account** or your **Debit/Credit Card**. You may also designate your money to go to our General Fund.

**STEP 1:** Enter amount and then choose tithe or general fund from drop-down list. Then click Credit Card OR Checking or Savings:

a. Click **Credit Card** and click submit.



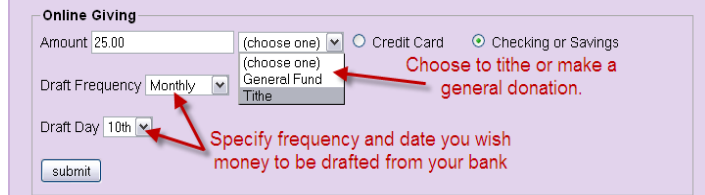
Then enter your billing information (see below). Click Next button.



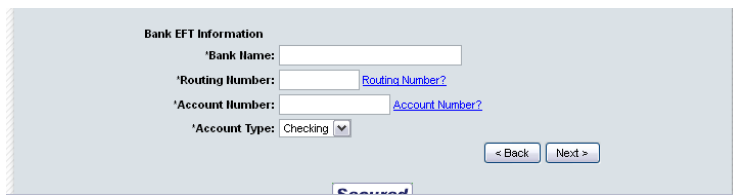
b. Click **Checking or Savings** then select frequency (monthly or one-time) and the day funds should be drafted. Click Submit.

**OPTION 2: GIVE A TITHE.** Use your Debit/Credit card\*, Checking or Savings account to make a one-time or monthly recurring gift for **Tithes or General Fund**. Choose one below.

\*Monthly recurring gifts can not be set up for Debit/Credit card transactions.



Enter billing information and bank routing information. Click Next button.



**STEP 2:** Review the information you entered and click Submit button to send your gift.

**NOTE:** An email confirmation will be sent to the email account you specified for all online transactions.

## Online Giving Frequently Asked Questions

*"As each one has received a gift, use it to serve one another as good stewards of God's varied grace."*

*- 1 Peter 4:10 -*

### 1. **What is Online Giving?**

Online Giving is a direct payment program whereby your contribution is debited automatically from your checking, savings, or credit card account into your church's bank account.

### 2. **What are the advantages of Online Giving?**

It makes it easy to fulfill stewardship commitments, even when you can't attend church. You never have to bring cash or checks to church. Giving electronically also helps the church save money and improve its budget!

### 3. **How are my contributions automatically deducted from my account?**

Once you complete the online registration form, the contribution amount you specify will automatically be transferred from your bank account to the church's bank account.

### 4. **When will my contribution be deducted from my account?**

Your electronic contribution will be debited on the date you specify on the donation form.

### 5. **If I do not write checks, how do I keep my checkbook balance straight?**

Since your contribution is made at a pre-established time, you simply record it in your check register on the appropriate date. Electronic contributions are recorded for you on your bank statement as well as your online reports.

### 6. **Without a canceled check, how can I prove I made my contribution?**

Your bank statement gives you an itemized list of electronic transactions as well as your online reports.

### 7. **Can I put different amounts in offerings and have all of them withdrawn at different times?**

You can set up to contribute to different offerings at different times; HOWEVER you will have to do each one separately.

### 8. **What if I change bank accounts or want to cancel my recurring gift?**

Contact the Web Administrator by clicking the CANCEL RECURRING GIFT button on the Online Giving page to cancel your current recurring transaction. Create a new recurring gift with the updated account information.

### 9. **Is Online Giving risky?**

It's less risky than writing checks or bringing cash to church. Electronic contributions cannot be lost, stolen or destroyed and have an extremely high rate of accuracy.

### 10. **What if I try Online Giving and don't like it?**

You can cancel your authorization by contacting your Web administrator.

### 11. **How do I sign up for Online Giving?**

Complete the online registration form and select the donations and the amount you would like to donate along with your credit or debit card information. It's that easy!