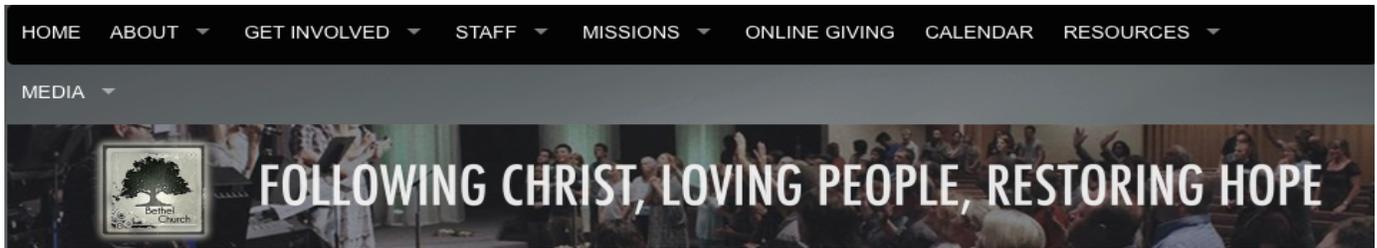


## Creating an Online Giving Account

Bethel Church has recently changed our online giving service. Our new provider brings savings to Bethel Church in many ways. The intent of this information is to help to make your online giving experience a pleasant one. Please follow the directions below to set up your online giving account.

Go to our website [www.bethel-church.com](http://www.bethel-church.com).

Select ONLINE GIVING. This will take you directly to the online giving page.



In the box, enter your email address.

### Bethel Church - Online Giving

Thanks for giving online!

Email Address:

[Continue](#)

There are three email scenarios:

- 1) Please enter the email address that is on file for you here at Bethel Church. If the email address is unique to your name, on the next screen you will see contribution information for you and your name.
- 2) If your email address is shared with other members of your family, on the next screen, type in your last name and select your name from the drop down selections.

Type your last name, first name below and select your name.

(Last 4 digits of phone # are included for reference)

If you cannot find your name in the list [click here](#) to add it.

Bethel, Jesus -

Bethel, Joseph -

Bethel, Mary -

3) If you currently do not have an email address, then enter the address in the box that you would like to use, click continue and this will take you to the member information page. Complete and click "Save".

**Member Information** (\* = Required Field)

* First Name	* Last Name	* Family/Household		
<input type="text"/>	<input type="text"/>	Role		
		Adult		
Address 1	Address 2	City	State/Province	Zip/Postal Code
<input type="text"/>				
Email Address(es)	Home Phone	Work Phone	Mobile Phone	Mobile Carrier / texting consent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Unknown
* Gender	* Age Category			
Unknown	Unknown			

Once the email address has been entered or the information saved – you will be on the page for the processing options.

**Processing Option:**

If you select ACH/Bank Draft – your gift will automatically be withdrawn from your checking account.  
If you select Credit/Debit Card – your gift will be charged to your card.

**Processing Option**

ACH/Bank Draft

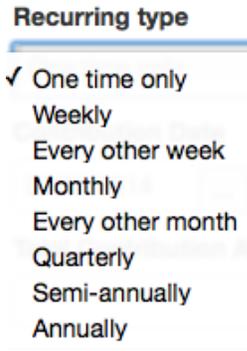
Credit/Debit Card

If the "Save Account/Card Info" box is checked, the credit and debit card and ACH bank information will be securely saved for the next time you give online. If you save your information, you must set up an account password at the bottom of the page. The next time you log in, you will be asked for that password.

**Save Account/Card Info**

**Recurring Type:**

Select from the drop-down menu, the preferred recurring schedule. These are self-explanatory. If you select the recurring type “Monthly” this will withdraw your contribution amount from your bank or charge to your credit card every month automatically. There are several other recurring options to choose from.



**Contribution Date:**

This is the date when your gift withdraws from your account.

**Total Contribution Amount:**

Enter as a number (10 rather than \$10.00).

**Designation:**

Designate your gift to 0135 General Tithes & Offerings or 0163 Missions Faith Promise or split your contribution between them by using the “Split Designation” selection.



To split your designation, select “Split Designation” from the drop-down box. This will take you to the box where you can divide your contribution. In the Split 1 box, enter the first amount and select a designation and in the Split 2 box, enter another amount and select the designation... You can choose up to five splits for your contribution. Select the “Save” button.

A screenshot of a form titled "Split designation" with a close button (X) in the top right corner. The form has two columns: "Amount (\$)" and "Designation". There are five rows, each labeled "Split 1" through "Split 5". Each row has a text input field for the amount and a dropdown menu for the designation. The "Split 1" amount field is highlighted with a blue border. Below the rows, it says "Remaining Amount: 0.00". At the bottom right, there are two buttons: a green "Save" button and a red "Cancel" button.

**Email Address:**

In the next box, your email address should already be there.

**Setup Account Password:**

The next option allows you to set up a password for your account, which will give you access online to all of your personal giving records.

**Notes:**

In the last box, you have the option to add a note for special instructions for your gifts.

When finished, select the blue “Continue” button at the bottom of the page.

On the next screen (ACH-Bank Information) you will enter your bank account or credit/debit card information. The required fields are highlighted with a red asterisk. Click the “Process Transaction” button at the bottom of the screen.

Contribution Information for Joseph Bethel

**Processing Option**  
ACH/Bank Draft

Save Account/Card Info

**Recurring type**  
One time only

**Contribution Date**  
07/24/2014

**Total Contribution Amount**  
[Empty field]

**Designation**  
Select Designation Split

**Email Address**  
jmbethel@gmail.com

**Setup account password** (optional - allows access to your giving records)  
[Empty field]

**Confirm password**  
[Empty field]

**Notes**  
[Empty field]

Continue

You will receive a contribution receipt email from Bethel Church shortly after your transaction.

We would be happy to personally assist you with setting up your online giving account. Please feel free to contact our bookkeeper, Patty Smith, for assistance at 748.0119 ext. 12 or email Patty@bethel-church.com.