Holy Cross Online Giving Tutorial Updated: November 6, 2020

Jump to: <u>Simply Giving Tutorial</u> <u>PayPal Tutorial</u> <u>ACH Tutorial</u> <u>Managing your Simply Giving account</u>

Open your favorite Internet browser of choice, such as one of the following:



Go to the following website: <u>www.hcross.com/give</u>



You will see at the top of the page a description with graphical icons for our two platforms: Simply Giving and PayPal:



We will go through each one in depth today, starting with Simply Giving, followed by PayPal, and finally, by ACH through Simply Giving. For each one, we will demonstrate a credit card donation in the amount of \$10 to go towards the Mission of the Quarter

Once you are at <u>www.hcross.com/give</u>, click on the Simply Giving icon:



It will open in a new page with a new website that is powered by eservicepayments.com It should look similar to this on a computer:

Donations		Log In her
If you've already created a profile	please "Log In" on the right, otherwise continue.	Email Address:
GENERAL OPERATING:	0.000	Password:
MISSION OF THE QUARTER:	0.00	
RESTORE, REPAIR AND RENEW:	0.00	Log In
EVANGELISM/OUTREACH:	0.00	Password?
ENDOWMENT:	0.00	
MEMORIAL FUND:	0.00	Create Your Online
BENEVOLENCE:	0.00	Profile
LYF DONATIONS:	0.00	Create Profile
DISASTER RELIEF:	0.00	
GRACE GUILD:	0.00	
LADIES GUILD:	0.00	
Total:	\$0.00	
Donation Frequency:	Choose One 🗸	
Recurring donations provide a ste without the worry of missing a pa continues to give over time.	ady stream of support. It is a great way to manage cha yment- you set the frequency, select the payment meth 	ritable giving od and your gift
Donation Start Date:	08/14/20 mm/dd/yy	
Donation End Date: (optional)	mm/dd/yy	
Continue		

Privacy & Security

Or, if you are on your phone, it should like something like this:

View Fu	II Site		
Add	Dor	nati	on

Login / Create Profile

GENERAL OPERATING

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MISSION OF THE QUARTER

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RESTORE, REPAIR AND RENEW

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EVANGELISM/OUTREACH

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ENDOWMENT

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LYF DONATIONS

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DISASTER RELIEF

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GRACE GUILD

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Among the listing of categories, please select the fund you would like to use for your donation. For this example, we will look for the Mission of the Quarter. In the line next to it, enter the amount you would like to donate.

Donations		
If you've already created a profile, pleas	e "Log In" on the right, otherwise continue.	
GENERAL OPERATING:	0.000	
MISSION OF THE QUARTER:	10.00	
RESTORE, REPAIR AND RENEW:	0.00	
EVANGELISM/OUTREACH:	0.00	

A total will display at the end. Below the total is the "donation frequency" button. Please select how often you would like your donation to come out of your credit card or account. For this tutorial, we will select a "One Time" donation.

Total: \$1		
Donation Frequency:	Choose One 🗸	1
	Choose One	
Consider Recurring Donations	One Time	
Recurring donations provide a steady without the worry of missing a payme continues to give over time.	Weekly Biweekly Monthly Semi-Monthly Quarterly	t. It is a great w requency, select
Donation Start Date:	Annual	m/dd/yy
Donation End Date: (optional)	1	nm/dd/yy

Finally, to finish on this screen, we enter the donation start date. This is the date you would like your donation to be processed. If you are doing a recurring donation, please also select an end date if desired.

You can either type in the date manually using the mm/dd/yy format or click on the calendar button to select a date visually from the calendar that pops up

Donation Start Date:	08/14/20	mm/dd/yy							
Denti de la transmissione			?		Aug	ust, 2	020		×
Donation End Date: (optional)		mm/dd/yy	*	<		Today	Č.	>	*
Continue			Sun	Mon	Tue	Wed	Thu	Fri	Sat
									1
			2	3	4	5	6	7	8
			9	10	11	12	13	14	15
			16	17	18	19	20	21	322
			23	24	25	26	27	28	29
			- 30	31					
				F	Fri, Au	ıg 14 (today)		

Verify that everything looks good, and then tap or click the "Continue" button at the bottom. You will be taken to the "Donation Information" screen, which will look similar to this:

	Return	to our Home Pag
Donation Information	Donation Summary	
First Name: (required) Last Name: (required) Address 1: (required) Address 2: City: (required) State / Zip: (required)	MISSION OF THE QUARTER Total One Time Donation: Donation Frequency: Donation Start Date: Edit	10.00 \$10.00 One Time 08/14/20
Phone Number:		
Card Number:		
Use Same Address As Above Billing Address 1:	N	
Billing Address 2:	P3	
Billing State / Zip:		
Nould you like to save your profile before continuing? Saving your profile will: - Take only a moment—all you have to do is select a password - Enable you to change or stop a recurring donation at any time - Allow you to view and print your online donation history		

Fill out the information as you typically would for other online purchases. Here are a couple of notes about that process:

- If you would like an e-mail receipt, please enter that in the information
- In addition to credit cards, Simply Giving can also receive transactions directly from your checking or savings accounts
- If you are going to make somewhat regular use of Simply Giving for your online giving, you may want to consider

the "select password" button to create an account. This is NOT a requirement, however.

Once you have completed the personal information and the card information, check the box next to "I'm not a robot" to verify that you aren't actually a computer that's stealing someone else's credit card.



You will be asked to complete a challenge of some sort, similar to this before proceeding:



Once you have completed the verification process, a green checkbox will appear



When you have reviewed your information, hit the "Process" button. Please wait for the web page to finish doing what it's

doing. When it is done, a confirmation page will appear, similar to the following:

Holy Cross Lutheran Church

Ye	our confirmation number is 326	Ret	urn to our Home Page
Thank you for your Donation to	Donation Summary		
504753348 Holy Cross Lutheran Church 8945 Veterans Memorial Pkwy	MISSION OF THE QUARTER		10.00
O Fallon, MO 63366-3084 www.hcross.com 636-272-4505 United States- US	Your credit card will be charged	on 08/14/20 for	\$10.00
Member Information	Card Information		
Member ID: 23	Account Type:	Credit Card - Visa	
First Name: Andrew	Account Number:	xxxxxxxxxxxxxxxxxxxxxxxxx	
Last Name: Gimbel	Transaction Type:	Donation	
Email Address: agimbel@hcross.com	Approval Code:	4C	
	Recurring Transaction:	No	
	Frequency:	One Time	
Impo	ortant-please retain this copy for your records. 08/14/20 03:18:08 PM 33.130		

Privacy & Security

That's it! Thanks for your donation!

PayPal Tutorial

Once you are at <u>www.hcross.com/give</u>, click on the PayPal icon:



It will open in a new page with a new website that is powered by paypal.com It should look similar to this on a computer:





To type in your donation, click or tap on the dollar amount field

Donate to Holy Cross Lutheran Church

() USD

Simply type in the amount you would like to donate. In this example, we will type \$10

Donate to Holy Cross Lutheran Church



Next, click or tap on the "(optional) Use this donation for" box to show some available funds. For this, we will select "Mission of the Quarter"

(Optional) Use this donation for	\sim
(Optional) Use this donation for General Fund	
Mission of the Quarter	N
LYF	45
Ladies' Guild	
Grace Guild	
Benevolence	
Building Fund	
Endowment	
Memorials	

Finally, to complete this page, click on the bottom button, labeled "Donate with a Debit or Credit Card" (Optional: if you have a PayPal account and would like to use that, you can do so here)



All of a sudden, there is more for you to fill out! Type in the necessary information.

Donate with a debit or credit card

United States	\sim
Card number	C
Expires	Security code
First name	Last name
illing address	
Street address	
Apt., ste., bldg. (optior	nal)
City	
State	✓ ZIP code
Share your mailing a Church so they can a ontact Information	nddress with Holy Cross Lutheran acknowledge your donation. 🝞
Phone type V Ph Mobile V	one number
Phone type V Ph Mobile Email	one number
Phone type Mobile V Ph Email Save this informatio	one number

A few notes on this section: It's up to you if you want to share your contact information with us. If you are already a member, chances are we already have the information anyway

Share your mailing address with Holy Cross Lutheran Church so they can acknowledge your donation.

Once you share this information, please contact Holy Cross Lutheran Church if you'd like to change your contact preferences or revoke your consent. Please contact Holy Cross Lutheran Church for information about its privacy practices.

- Unlike Simply Giving, a phone number is required here
- You do have the option to save your information and/or create an account, but that is not required at this point. Clicking this box will do that for you



Once everything is entered and looks accurate, click on the blue "Donate Now" button (pictured above)

You will then be taken to the confirmation page, which looks like this:





You will notice that the details are not listed here. Instead, they will be in your e-mail inbox right away.

ACH Tutorial

This tutorial will walk you through how to give directly out of your checking account, also known as an ACH transaction

Once you are at <u>www.hcross.com/give</u>, click on the Simply Giving icon:



It will open in a new page with a new website that is powered by eservicepayments.com It should look similar to this on a computer:

Donations		Log In 🔤
If you've already created a profile	, please "Log In" on the right, otherwise continue.	Email Address:
GENERAL OPERATING:	0.000	Password:
MISSION OF THE QUARTER:	0.00	Log In
RESTORE, REPAIR AND RENEW:	0.00	Fornet your Empil Address or
EVANGELISM/OUTREACH:	0.00	Password?
ENDOWMENT:	0.00	
MEMORIAL FUND:	0.00	Create Your Online
BENEVOLENCE:	0.00	Prome
LYF DONATIONS:	0.00	Create Profile
DISASTER RELIEF:	0.00	
GRACE GUILD:	0.00	
LADIES GUILD:	0.00	
Total:	\$0.00	
Donation Frequency:	Choose One 🗸	
Recurring donations provide a ste without the worry of missing a pa continues to give over time.	ady stream of support. It is a great way to manage ch yment- you set the frequency, select the payment me	aritable giving thod and your gift
Donation Start Date:	08/14/20 mm/dd/yy	
Donation End Date: (optional)	mm/dd/yy	
Continue		

Privacy & Security

Or, if you are on your phone, it should like something like this:

View Full Site

Add Donation

Login / Create Profile

GENERAL OPERATING

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RESTORE, REPAIR AND RENEW



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LYF DONATIONS

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GRACE GUILD

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Among the listing of categories, please select the fund you would like to use for your donation. For this example, we will look for the Mission of the Quarter. In the line next to it, enter the amount you would like to donate.

Donations		
If you've already created a profile, pleas	e "Log In" on the right, otherwise continue.	
GENERAL OPERATING:	0.008	
MISSION OF THE QUARTER:	10.00	
RESTORE, REPAIR AND RENEW:	0.00	
EVANGELISM/OUTREACH:	0.00	

A total will display at the end. Below the total is the "donation frequency" button. Please select how often you would like your donation to come out of your credit card or account. For this tutorial, we will select a "One Time" donation.

Total:	\$10.00	
Donation Frequency:	Choose One 🗸]
ALC THE REPORT OF THE REPORT O	Choose One	
Consider Recurring Donations	One Time	
Recurring donations provide a steady without the worry of missing a payme continues to give over time.	Weekly Biweekly Monthly Semi-Monthly Quarterly	t. It is a great w requency, select
Donation Start Date:	Annual	ım/dd/yy
Donation End Date: (optional)		mm/dd/yy

Finally, to finish on this screen, we enter the donation start date. This is the date you would like your donation to be processed. If you are doing a recurring donation, please also select an end date if desired.

You can either type in the date manually using the mm/dd/yy format or click on the calendar button to select a date visually from the calendar that pops up

Donation Start Date:	08/14/20	mm/dd/yy							
Barris E I Barris I Barris		-	?		Aug	ust, 2	020	. 1	×
Donation End Date: (optional)		mm/dd/yy	«	<		Today	Š	>	*
Cantinua			Sun	Mon	Tue	Wed	Thu	Fri	Sat
									1
			2	3	4	5	6	7	8
			9	10	11	12	13	14	15
			16	17	18	19	20	21	322
			23	24	25	26	27	28	29
			30	31					
				F	ri, Au	ıg 14 (today)	

Verify that everything looks good, and then tap or click the "Continue" button at the bottom. You will be taken to the "Donation Information" screen, which will look similar to this:

and the second second		Keturn	o our nome Pa
Donation Information		Donation Summary	
First Name: (required)	<u>ا</u>	MISSION OF THE QUARTER	10.00
Last Name: (required)		The second state of the second state of the	A 4 9 9 9
Address 1: (required)		Total One Time Donation:	\$10.00 One Time
Address 2:		Donation Start Date:	08/14/20
City: (required)]		
State / Zip: (required)		Edit	
Phone Number:			
Email Address:			
Account Type			
Credit/Debit Card Checking	Savings		
Card Number: Card Verification Value (CVV2):	What's This?		
Expiration Date:			
Name Of Cardholder:			
Use Same Address As Above	<u>.</u>		
Billing Address 1:		N	
Billing Address 2:		Log Log	
Billing City:			
Billing State / Zip:			
	pefore continuing?		
Would you like to save your profile l			

For an ACH transaction, please select either "Checking" or "Savings" next to the "Account Type" field. The page should change to look like this (for "Checking")...





* Routing Number: Contact your financial institution for Routing Number.

Fill out the information as you typically would for other online purchases. Here are a couple of notes about that process:

- If you would like an e-mail receipt, please enter that in the information
- If you are going to make somewhat regular use of Simply Giving for your online giving, you may want to consider the "select password" button to create an account. This is NOT a requirement, however.

Once you have completed the personal information and the card information, check the box next to "I'm not a robot" to

verify that you aren't actually a computer that's stealing someone else's credit card.



You will be asked to complete a challenge of some sort, similar to this before proceeding:



Once you have completed the verification process, a green checkbox will appear



When you have reviewed your information, hit the "Process" button. Please wait for the web page to finish doing what it's

doing. When it is done, a confirmation page will appear, similar to the following (the example below is for credit card, but will display ACH information for your transaction):

Holy Cross Lutheran Church

	Yo	ur confirmation number is 326	Retur	n to our Home Pa
Thank you for yo	our Donation to	Donation Summary		
5 Holy Cros 8945 Veter	04753348 s Lutheran Church ans Memorial Pkwy	MISSION OF THE QUARTER		10.00
O Fallon, www 630 Unite	MO 63366-3084 v.hcross.com 5-272-4505 ed States- US	Your credit card will be charged	l on 08/14/20 for	\$10.00
Member Informa	ntion	Card Information		
Member ID:	23	Account Type:	Credit Card - Visa	
First Name:	Andrew	Account Number:	xxxxxxxxxxxxxxx5	
Last Name:	Gimbel	Transaction Type:	Donation	
Email Address:	agimbel@hcross.com	Approval Code:	4C	
Email Address.	agimbereneross.com	Recurring Transaction:	No	
		Frequency:	One Time	
	Impor	tant-please retain this copy for your records. 08/14/20 03:18:08 PM 33.130		

Privacy & Security

That's it! Thanks for your donation!

Managing your Simply Giving account

If you are a regular online giver to Holy Cross, first of all, THANK YOU! Your generosity helps to grow disciples and transform hearts through the Gospel!

If you have an account and would like to make some changes to it, here is some guidance for you.

First, open your favorite Internet browser of choice, such as one of the following:



Go to the following website: <u>www.hcross.com/give</u>



You will see at the top of the page a description with graphical icons for our two platforms: Simply Giving and PayPal:

🕈 Give – Holy Cross Lutheran Chure 🗙 🕂								
\leftarrow \rightarrow C (i) Not secure hcross.com/give/								
	HOLYCROSS	HOME	ABOUT US -	MINISTRIES -	PRESCHOOL	SERVICES	ELECTRONIC GIVING	LIVE STREAM
	Give Holy Cross now offers two options Simply	for online	e giving; Sim	ply Giving and	l Paypal.			

Once you are at <u>www.hcross.com/give</u>, click on the Simply Giving icon:



It will open in a new page with a new website that is powered by eservicepayments.com It should look similar to this on a computer:

Donations		Log In hep
If you've already created a profile	please "Log In" on the right, otherwise continue.	Email Address:
GENERAL OPERATING:	0.068	Password:
MISSION OF THE QUARTER:	0.00	
RESTORE, REPAIR AND RENEW:	0.00	Erret vous Erreil Address of
EVANGELISM/OUTREACH:	0.00	Password?
ENDOWMENT:	0.00	
MEMORIAL FUND:	0.00	Create Your Online
BENEVOLENCE:	0.00	Profile
LYF DONATIONS:	0.00	Create Profile
DISASTER RELIEF:	0.00	
GRACE GUILD:	0.00	
LADIES GUILD:	0.00	
Total:	\$0.00	
Donation Frequency: Consider Recurring Donations	Choose One 🗸	
Recurring donations provide a ste without the worry of missing a pa continues to give over time.	ady stream of support. It is a great way to manage c yment- you set the frequency, select the payment m	haritable giving ethod and your gift
Donation Start Date:	08/14/20 mm/dd/yy	
Donation End Date: (optional)	mm/dd/yy	
Continue		

Privacy & Security

Or, if you are on your phone, it should like something like this:

View Fu	II Site		
Add	Dor	nati	on

Login / Create Profile

GENERAL OPERATING

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MISSION OF THE QUARTER

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RESTORE, REPAIR AND RENEW

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ENDOWMENT

MEMORIAL FUND

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BENEVOLENCE

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LYF DONATIONS

DISASTER RELIEF

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GRACE GUILD

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To get to your account, enter your e-mail and password under the "Login" section to the right (when using a computer). If you are on your mobile device, tap the "Login/Create Profile" button

You will then see a listing of your upcoming and previous transactions that looks similar to this:

	G								
								Andrew G	
line Do	nation								
							Detu	m to our Homo Dr	
							Ketu	rn to our Home Pa	
<u>A</u> dd Tran	saction	Edit Account							
The second second second									
My Sche	eduled Tra	insactions							
Date	Fund		Amount	Total	Account # Last 4	Frequency	Actio	n	
11/02/20	GENERAL	OPERATING			100.00	Monthly	Edit	dit Delete	
11/16/20	GENERAL	OPERATING	100.000			Monthly	Edit	Delete	
My Trar	saction H	istory							
	00/27/20	10/20/20							
Date Range:	09/27/20								
Fund:	All Funds	✓ (<u>S</u> e	arch						
Date	ACH/CC	Fund	Amount	Total	Account # Last 4	Frequency	Rtn/Fail Date	Rtn/Fail Reason	
10/15/20	ACH	GENERAL OPERATING	.00	.00	100.000	Monthly			
10/01/20	ACH	GENERAL OPERATING	.00	.00	160.08	Monthly			

To change your bank account or credit card, tap or click on the "Edit Account" button at the top

Holy Cross Lutheran Church

			A	Indrew Gim
			Peturn to our	r Home Page
			<u>Recurr to our</u>	Home Page
Checking Account	Edit Delete			
Routing:	0 2			
Account:	XXXXX 8			
Credit Card	Edit Delete			
Account:	XXXXXXXXXX 9			
Card Type:	Discover			
Expiration Date:	0 /20			
Deture	T. C.			
Return	to Summary			
	Checking Account Routing: Account: Credit Card Account: Card Type: Expiration Date: Return	Checking Account Edit Delete Routing: 0 2 Account: XXXXX 8 Credit Card Edit Delete Account: XXXXXXXX 9 Card Type: Expiration Date: 0 /20 Return To Summary	Checking Account Edit Delete Routing: 0 2 Account: XXXXX 8 Credit Card Edit Delete Account: XXXXXXXX 9 Card Type: Expiration Date: 0 /20 Return To Summary	Checking Account Edit Delete Routing: 0 2 Account: XXXXX 8 Credit Card Edit Delete Account: XXXXXXXX 9 Card Type:

If you have a new checking or savings account to enter, please tap or click the "edit" button again next to the appropriate account.

Then, fill out the information on the next page, which should look something similar to this:

nline Donation				
			Return to ou	r Home Pac
(<u>rteturn to ou</u>	r nome rag
Edit Account				
Please enter your new acc	ount information below and click 'Save'. Scheduled tran	nsactions will be processed using	this updated acc	ount
information.				
	Account Type: O Savings			
	Routing Number: 09			
	Account Number: XXXXXXX 38			
	Joe Smith 1234 Anystreet Court			
	Pay to the order of			
	Dollar	rs		
	Bank Anywhere			
	[123456789]; 123456789123 ·1234			
	Bank Bank Check Number (Do not us	ise)		
	Routing Number Account Number			
	Back			
)

Simply enter your new information and hit "Save"

If you have a new credit card number to enter, please tap or click the "edit" button again next to the appropriate card.

Then, fill out the information on the next page, which should look something similar to this:

				Peturn to ou	r Home Da
				<u>Return to ou</u>	I HOILE Fa
Edit Account					
Please enter your new accou	nt information below and	click 'Save'. Scheduled transactions wil	l be processed using th	is updated acc	ount
information.					
	VIS				
	Card Number:	XX 9			
	Expiration Date:	0 ~ 202 ~			
	Name Of Cardholder:	Andrew James Gimbel			
	Use Profile Addre	222			
	Billing Address 1:	LN			
	Billing Address 2:				
	Billing City:				
	Billing State / Zin:	MO / 62266			
	billing State / Zip.	MO 7 03300			
		Back Save			

Simply enter your new information and hit "Save"

To change your donation amount, go back to the main screen with My Scheduled Transactions and My Transaction History. These steps will apply for either credit card transactions or ACH transactions.

								Andrew G
line Do	nation							
<u>A</u> dd Tran	saction	Edit Account					Retu	<u>ırn to our Home Pa</u> ı
My Sch	eduled Tra	nsactions						
Date	Fund		Amount	Total	Account # Last 4	Frequency	Actio	on
11/02/20	GENERAL	OPERATING				Monthly	Edit	Delete
11/16/20	GENERAL	OPERATING	100 - 100 C			Monthly	Edit	Delete
		istory						
My Trar Date Range Fund:	ISACTION HI	to 10/29/20	arch	Tot-l	Account #	Fromoso	Rtn/Fail	Rtn/Fail
My Trar Date Range Fund: Date		to 10/29/20	earch Amount	Total	Account # Last 4	Frequency	Rtn/Fail Date	Rtn/Fail Reason
My Trar Date Range Fund: Date 10/15/20 10/01/20	ACH/CC	to 10/29/20 Fund GENERAL OPERATING GENERAL OPERATING	Amount	Total	Account # Last 4	Frequency Monthly	Rtn/Fail Date	Rtn/Fail Reason

Find a Scheduled Transaction, on the list. On the right side of the upcoming transactions, tap or click the "Edit" link

								Andrew Gi
line Do	nation							
							Retu	rn to our Home Pac
							10000	
Add Tran	saction) (Edit Account						
My Sch	eduled Tra	insactions						
Date	Fund		Amount	Total	Account #	Frequency	Actio	m
11/02/20	GENERA	L OPERATING		. otal		Monthly	Edit	Delete
11/16/20	GENERA	L OPERATING				Monthly	Edit	Delete
My Trar	saction H	istorv						
Date Range	: 09/27/20	to 10/29/20						
Fund:	All Funds	✓ <u>S</u> e	arch					
Date	ACH/CC	Fund	Amount	Total	Account # Last 4	Frequency	Rtn/Fail Date	Rtn/Fail Reason
10/15/20	ACH	GENERAL OPERATING	.00	.00	100.000	Monthly		
	ACH	GENERAL OPERATING	.00	.00	102.208	Monthly		
10/01/20								
10/01/20								

A window should pop up that looks like this:

Online Donation

-		- X	1000	
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		- 1.1		

GENERAL OPERATING:	.00
MISSION OF THE QUARTER:	0.00
RESTORE, REPAIR AND RENEW:	0.00
EVANGELISM/OUTREACH:	0.00
ENDOWMENT:	0.00
MEMORIAL FUND:	0.00
BENEVOLENCE:	0.00
LYF DONATIONS:	0.00
DISASTER RELIEF:	0.00
LADIES GUILD:	0.00
GRACE GUILD:	0.00
Total:	\$00
Donation Frequency:	Monthly 🗸
Consider Recurring Donations	
Recurring donations provide a steady strea the frequency, select the payment method	m of support. It is a great way to manage charitable giving without the wa and your gift continues to give over time.
Donation Settlement Date:	11/15/20
Donation End Date: (optional)	mm/dd/yy
Back Delete Conti	nue

Enter your new amount, frequency (if desired), and end date (if desired) and then hit the "Continue" button at the bottom.

Online Donation		
	<u>Return t</u>	o our Home Page
Donation Information	Donation Summary	
Account: XXXXXXX 8 V	GENERAL OPERATING	200.00
I'm not a robot Image: CAPTCHA Privacy - Terms Note: Please review the information you entered carefully. Once you click the Save button your donation will be submitted and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it. Image: Cancel Save Save	Total Monthly Donation: Donation Frequency: Donation Settlement Date:	\$.01 Monthly 11/15/20

Verify that all information is correct, and then hit the "I'm not a robot" button and complete the challenge



Finally, hit the "Save" button, and you should be good to go! A confirmation e-mail will be sent to the address you have on file with your account.