

Steps To Setting Up An Online Giving Account

- Click on link in the email you received
- You will see the screen below

The screenshot shows the login page for the First Baptist Church Statesboro online giving system. At the top left is the church logo, and to its right is the text 'FIRST BAPTIST CHURCH STATESBORO'. Below this is a black header bar with 'Login to Online Giving!' on the left and 'Secure Login' with a lock icon on the right. The main content area is divided into two columns. The left column contains four menu items: 'First Time?' (with a sub-link '» New User Registration'), 'Quick Give' (with '» No Login Required'), 'Scheduled Giving' (with '» Automatic Recurring Donations'), and 'My Account' (with '» Personal Info & History'). The right column contains a message: 'Existing users, please login below. If this is your first time donating online, please click the "First Time" link on your left.' Below this are input fields for 'User Email' and 'Password', with a 'Forgot Password?' link next to the password field. There is a 'Remember Me' checkbox and a 'Login' button with a right-pointing arrow. In the bottom right corner, there is a PCI Level 1 - Security Certified Provider logo.

- **Click "First Time? New User Registration"**
- You will see this screen

The screenshot shows the registration page for the First Baptist Church Statesboro online giving system. At the top left is the church logo, and to its right is the text 'FIRST BAPTIST CHURCH STATESBORO'. Below this is a black header bar with 'First Time?' on the left and 'Secure Login' with a lock icon on the right. The main content area is divided into two columns. The left column contains four menu items: 'First Time?' (with a sub-link '» New User Registration'), 'Quick Give' (with '» No Login Required'), 'Scheduled Giving' (with '» Automatic Recurring Donations'), and 'My Account' (with '» Personal Info & History'). The right column contains a heading 'Welcome to Online Giving' and a message: 'If this is your first time giving online, simply fill in your basic information below. Next time, you'll get to skip this step!'. Below this are input fields for 'First Name:', 'Last Name:', 'Address Line 1:', 'Address Line 2:', 'City, State / Zip:' (with a dropdown menu set to 'GA'), 'Phone Number:', 'Email Address:', 'Password:', and 'Confirm Password:'. At the bottom right, there is a 'Submit' button with a right-pointing arrow. In the bottom right corner, there is a PCI Level 1 - Security Certified Provider logo.

- Fill in your information and click Submit
- You will see the screen below
- Follow steps for One Time Gift and Scheduled Giving as shown below and on the next page.

Steps For One Time Gift:

- Choose your amount and fund from the drop-down list (use arrow on right side of fund name to make the list drop down)
- If you want to give to more than one fund, click “Add Another Fund”. You may add as many as you want.
- Enter your payment information and choose whether or not to save it for future giving.
- Click Submit

The screenshot shows the donation interface for First Baptist Church Statesboro. At the top, the church logo and name are displayed. Below the header, a navigation bar shows the user's name 'Welcome Tammy Goodman' and a 'Log Out' button with a lock icon. The main content area is divided into a left sidebar and a right main section. The sidebar contains three menu items: 'Give Now' (with a sub-link '» One Time Donations'), 'Scheduled Giving' (with a sub-link '» Automatic Recurring Donations'), and 'My Account' (with a sub-link '» Personal Info & History'). The main section is titled 'My Donation' and includes a 'USE CHECK' button. Below this, there is a form for entering the donation amount (currently '\$0') and the fund name (currently 'General Budget'). A '+ Add Another Fund' link is provided below the fund name. The 'Card Information' section includes a 'Card Type' dropdown menu set to 'Debit Card', a 'Card Number' input field, a 'Card Expiration' dropdown menu set to '1 / 2016' (with '(month / year)' text), and a 'Card Code' input field. There are also links for '« Help?' and a 'Save this Card' checkbox. The 'Card Holder Information' section includes a 'Name on Card' input field with 'Jane Doe', a 'Billing Address' input field with '(street address)' text, and a 'Zip Code' input field with '30458'. A 'Submit' button is located at the bottom of the form. In the bottom right corner, there is a PCI Level 1 - Security Certified Provider logo.

Steps For Scheduled Giving:

- Click “Scheduled Giving” on the left side of screen shown on the previous page
- You will see this screen

**FIRST BAPTIST CHURCH
STATESBORO**

Tammy Goodman Log Out

Give Now
» One Time Donations

Scheduled Giving
» Automatic Recurring Donations

My Account
» Personal Info & History

My Scheduled Giving

Choose a Fund:

Frequency:

Amount:

Installments: « how many donations?

Start Date:

Card Information

Card Type:

Card Number:

Card Expiration: / (month / year)

Card Holder Information

Name on Card:

Street Address:

Zip Code:

[Activate Schedule](#)

- Fill in your information and set up your schedule
- Click “Activate Schedule”

- In order to view and edit your account information click “My Account” as shown on the screen below

FIRST BAPTIST CHURCH STATESBORO

Tammy Goodman Log Out

Give Now
» One Time Donations

Scheduled Giving
» Automatic Recurring Donations

My Account
» Personal Info & History

My Account

Jane Doe
PRINT

[\[Edit my Information\]](#)

History for 2016

| Fund | Amount | Account Used | Date |
|---------------------|--------|----------------|-----------|
| Fellowship Fund | \$5.00 | XXXX-1234 | 11/9/2016 |
| Nursing | \$5.00 | XXXX-1234 | 11/9/2016 |
| Yearly Total | | \$10.00 | |

Level 1 - Security Certified Provider

- You will also be able to see and print your giving history
- When finished simply Log Out