

**We are excited to announce that we have upgraded to a new online giving system!  
These instructions will walk you through the steps to create and account and give.**

You will first want to register on the new online giving system. \*This is not required, you can give without registering with an account, but we encourage you to register to access giving history and scheduled payments. You will even be able to see gifts you make via cash and check in this new system. (Please note we are still in the process of importing 2019 giving prior to this software change, so you may see some but not all of your 2019 gifts at this time. Don't worry, this is normal while we are beginning this transition.)

If you had an account with the previous online giving system, you will still need to register as a new user. These are two separate online giving programs and the accounts are not related.

**To register:**

1. Find the login/password boxes on the top of the page and click **Register** below the login button
2. Complete the fields and click **Submit**
3. You will receive an email asking you to verify your registration
4. Click the **link** in the email to verify. If the link does not redirect you, please copy/paste it into your browser and hit your **Enter** key

**To setup your recurring gift:**

1. Select the **Give Now** button under the designation you wish to support
2. In the **Amount** box, type in the dollar amount you wish to give
3. To schedule this gift for a future date, click the **Make this Recurring or Future Gift** button
4. Using the **Giving** drop-down list, select the frequency (weekly, monthly, etc.) and type the date you want your gift to start
5. Click the **Give (Amount) Today** button
6. Verify your billing address information is correct
7. Click the **Credit Card** or **Bank Account** button
8. Select a pre-saved payment method or enter in a new card or bank account
9. Verify the summary of your giving information
  - a. If it looks correct, click the **Submit** button
  - b. If it does not look correct, make necessary changes

As always, if you have any questions or would like assistance in setting up a new login for your recurring gift schedule please call our finance team at (812) 867-6464 or email us at [giving@onlinecfc.com](mailto:giving@onlinecfc.com). We would be happy to help you at any time.

Thank you for your on-going support and for being a part of Christian Fellowship Church!