

## **These instructions will walk you through the steps to create an account and give.**

You will first want to register on the 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 system.

### **To register:**

1. Find the login/password boxes near the top of the page and click **Register** next to 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 a Recurring or Future Gift** button
4. Using the **Given** drop-down list, select the frequency (weekly, monthly, etc.) and type the date you want your gift to start
5. Using the **On** drop-down list, select the day you want your gift to occur on
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 that all of your giving information is correct
  - a. If it looks correct, click the **Complete Gift** 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 an account or 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!