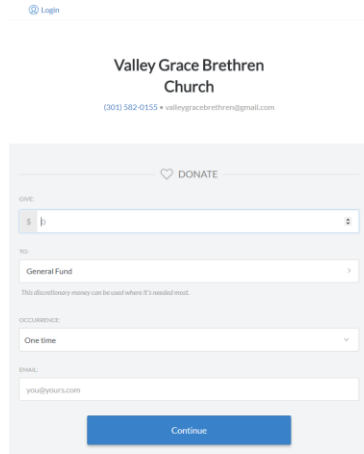


Procedure for Signing up for the New Online Giving Platform

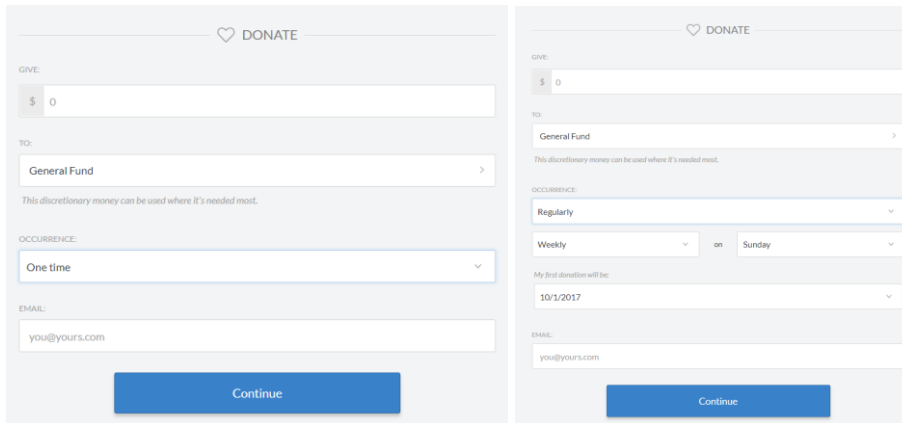
First-Time Donation / Creating an Account

1. Go to valleygrace.churchcenteronline.com
2. Your screen should look like the following:



The screenshot shows the 'DONATE' form for Valley Grace Brethren Church. At the top, it says 'Valley Grace Brethren Church' with contact information: '(301) 582-0155 • valleygracebrethren@gmail.com'. Below the church name is a 'DONATE' header with a heart icon. The form fields are: 'GIVE' with a currency symbol '\$' and a value '0'; 'TO' with a dropdown menu set to 'General Fund' and a note 'This discretionary money can be used where it's needed most.'; 'OCCURRENCE' with a dropdown menu set to 'One time'; and 'EMAIL' with a text field containing 'you@your.com'. A blue 'Continue' button is at the bottom.

3. If you are making a gift to one fund, then fill out the donation amount and then select the fund from the drop-down menu.
4. Select “One time”, or “Regularly” donation. If this is a one-time donation, then your screen will look like the image on the left. If you are making this a regular donation then your screen will look like the image on the right. Press “Continue”. Continue filling out fields as necessary. At one point, you will be able to select the option to pay by credit card or by bank account.

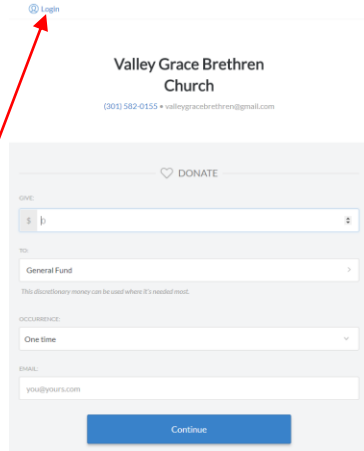


The left screenshot shows the 'DONATE' form with 'GIVE' set to '\$ 0', 'TO' set to 'General Fund', 'OCCURRENCE' set to 'One time', and 'EMAIL' set to 'you@yours.com'. The right screenshot shows the 'DONATE' form with 'GIVE' set to '\$ 0', 'TO' set to 'General Fund', 'OCCURRENCE' set to 'Regularly', 'Weekly' selected for frequency, 'Sunday' selected for the day, and 'My first donation will be' set to '10/1/2017'. Both forms have a blue 'Continue' button at the bottom.

5. If you are making a donation to multiple funds, then after step 2, press the Fund drop-down arrow and select the “Multiple Funds” button. Select as many funds as desired and the donation amount per fund. Press “Save” when you are done picking funds and entering amounts. Then go back to step 4 above to choose the frequency, enter your contact information and your method of payment.

Logging In When You Already Have an Account

1. Go to valleygrace.churchcenteronline.com
2. Your screen should look like the following:



Valley Grace Brethren Church
(301) 582-0155 • valleygracebrethren@gmail.com

DONATE

GIVE

\$ |

TO: General Fund

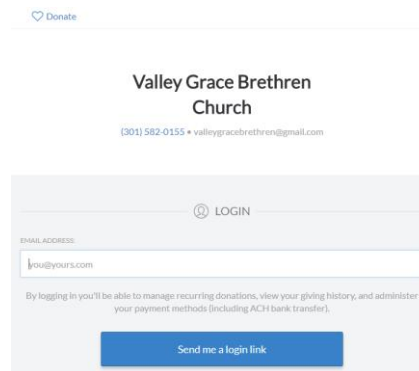
This discretionary money can be used where it's needed most.

OCCURRENCE: One time

EMAIL: you@yours.com

Continue

3. Press the “Login” link at the top.
4. Your screen should look like this:



Donate

Valley Grace Brethren Church
(301) 582-0155 • valleygracebrethren@gmail.com

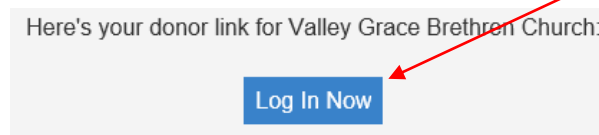
LOGIN

EMAIL ADDRESS: you@yours.com

By logging in you'll be able to manage recurring donations, view your giving history, and administer your payment methods (including ACH bank transfer).

Send me a login link

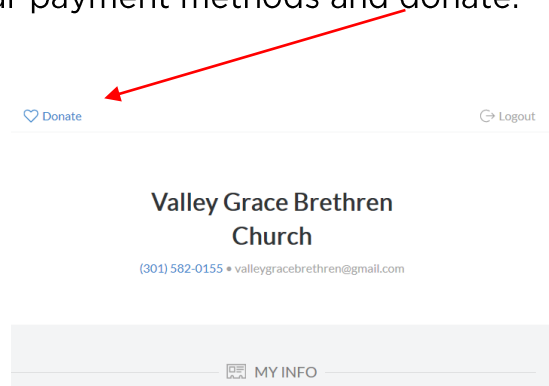
5. Enter the email address you used when you created your account in step #4 on page 1. Press the “Send me a login link” button. You will receive an email within moments. This is an added security message so that no-one can go into your account simply by knowing your email address. You need to respond to the email to donate.



Here's your donor link for Valley Grace Brethren Church:

Log In Now

6. From your dashboard you can manage your schedule(s), see your donation history, change your payment methods and donate.



Notes

1. I apologize for this inconvenience, but the latest “Upgrade” to our old provider was a disaster. There were a lot of features that were taken out from your perspective as a donor and several key features were removed for me as the administrator. I trust you will find this new platform much more user-friendly.
2. These instructions might seem intimidating, but the screens are very self-explanatory. If you have any questions, feel free to contact Pastor Doug @ 301.331.2963 or pastordoug@myactv.net.
3. If you choose to donate by credit card, then the procedure is very straight-forward and looks like any other website you use when paying by credit card.
4. If you choose to donate by ACH check (direct withdrawal from your checking account, then the fees to the church are greatly reduced, but there are a couple extra steps involved and it will take up to three days before your bank account is verified. If you choose the ACH option, they will ask you for the routing number of your bank and your account number. They will then make two small deposits (less than a dollar combined) into your account. When you see those deposits, you just login again and verify what those two deposit amounts were. Your bank account is immediately authorized for donations. Within a few days they will withdraw the total of those two donations from your account.