

Guide to Using the First Covenant Church Online Giving

Upon clicking the Online Giving button on the First Covenant Church website home page, you will see this form appear.

The screenshot shows the 'Give Now' interface. On the left, there are three input fields: 'Select Fund *' (a dropdown menu), 'One Time' (a dropdown menu), and '\$ Amount *' (a text input field with a dollar sign icon). Below these is a dark grey 'Add Donation' button. To the right is a table with two columns: 'Fund' and 'Amount'. The table is currently empty. Below the table, the text 'Total: \$0.00' is displayed. At the bottom center is a dark grey 'Next' button. In the top right corner, there is a link for 'Sign In / Sign Up'. In the bottom right corner, there is a 'SECURE' logo.

Please note that this page and all of them in this process are securely encrypted for your security and privacy.

Make a Contribution without Establishing an Account or Signing In

If you wish to make a donation, but don't wish to establish an account, you may do so. Your payment method information (bank account or credit/debit card) will not be saved, so if you make a subsequent donation, that information will need to be re-entered. Also, you will not be able to view your past donations. To continue without an account, you can proceed to the *Make Your Donation* section of this guide document.

Establishing an Account

If this is your first time using the Online Giving, you can establish an account. If you already have an account established, you may proceed directly to the **Signing In** section. Otherwise, continue here:

- Click on *Sign In / Sign Up* in the upper right corner.
- Click on the dark grey button to *Create your GivePlus account*.
- Type your first name and last name in the first 2 boxes, followed by your email address in the 3rd box.
- Type a password into the next box and again to confirm it in the last box. You must do it twice to make sure you've typed it correctly since it is hidden from view for security purposes. The rules for the password can be viewed by clicking

on the information icon (the “i” inside the shaded circle) to the right side of the password boxes. Use a secure password that would be difficult (better yet, impossible) for anyone else to guess. And, be sure to record the password somewhere since you’ll need it for future access.

- Click the *Submit* button.
- A message will appear informing you that *Your Account Has Been Successfully Created*. Click on *OK* to acknowledge.
- You will then be directed to the Sign In screen, with your email address and password already filled in.
- Click the gray *Sign In* button.
- You will be returned to the page you saw initially, except *Sign In / Sign Up* in the upper right corner is replaced by your name.
- For your security, you will be automatically signed out if you make no entries or selections on any page for five minutes.
- You may now proceed to the section titled Make Your Donation.

Please note that if you currently use the First Covenant Church automated giving Electronic Funds Transfer for your offering contributions, you might see that some of your information already exists on your account. Don’t be spooked out by this – the same company is providing both of these services for us.

Sign In to Existing Account

Proceed as follows to access your account:

- Click on *Sign In / Sign Up* in the upper right corner.
- Enter the email address you used to establish your account.
- Enter the secure password you created for this account.
- Click the gray *Sign In* button.
- You will now be returned to the page you saw initially, except *Sign In / Sign Up* in the upper right corner is replaced by your name.
- For your security, you will be automatically signed out if you make no entries or selections on any page for five minutes.

Make Your Donation

To specify your donation:

- Select the First Covenant Church fund to which you are directing your contribution by clicking on the downward pointing arrow at the right end of the *Select Fund* box. This will display a drop-down list of the funds currently set up to receive online contribution. Click on the fund you desire. The outline on the box will turn green when a fund has been selected.
- Select the frequency on which you would like this contribution to be given.
 - You can choose this to be a one-time gift, or to be recurring every week, two weeks, or monthly. That box will also turn green after you’ve made your selection.

- A box will appear for you to enter the date on which you want your donation to be made or a recurring contribution to begin. You can either type the date in the form “mm/dd/yyyy”, or click anywhere in that box to select a date from the calendar. You can click the right arrow next to the current month at the top of the calendar to view the following month. Click on the date you desire. After you have entered or selected a date, a bold “x” will appear in the box – click it to erase the date and do it over.
- Now enter the dollar amount of your contribution in the *Amount* box. It accepts whole-dollar amounts only. So be careful if you accidentally try to enter a decimal point and cents, it will ignore the decimal point. The box outline on the box will turn green when you have entered your amount.
- Click the *Add Donation* button.
- The amount you have entered will now be displayed in the review panel, indicating the fund, dollar amount, date and frequency. If it is not correct and you want to fix it, click on the trash can icon on the right side. This will erase it so you can re-do it.
- You can now add another donation if you’d like with a different amount, frequency and/or date.
- When you’re done entering donations, click the dark gray *Next* button.
- A new screen will be displayed asking you to select your desired method of payment. Your options are:
 - Direct transfer from a savings or checking account.
 - Credit or debit card.
 - If the payment method you desire for this contribution is not displayed for selection you can click the *Add New* button and enter the new method.
 - Click on the *Pay by Credit/Debit Card* banner or *Pay by Checking/Savings Account* to display the entry boxes for that method.
 - If you are entering a credit/debit card the *CVV* box is requesting the 3-digit number on the back of your card and the *Month* and *Year* boxes reflect the expiration of your card. As your card approaches expiration and you receive a new card, you will need to update this field. (That’s explained in another section of this document.)
 - Click *Next* when you are done entering your new payment method. Or if you change your mind, click the “Back” arrow on your browser to return to the *Payment Methods* screen.
- Click in the circle to the left of the dark gray description to select your desired method.
- Click the *Next* button. Note: this is not the final step – you will be allowed to review your request prior to it being submitted.
- You will now see the *Donation Summary* screen. This shows you what you have entered and selected for you contribution(s).

- If you selected the pay by credit/debit card, you will see a question asking if you wish to increase the amount of your contribution to offset the fees paid to the transaction processors. By clicking in that box, the dollar amount displayed will be increased by that percentage, you will receive credit for the increased donation amount, and First Covenant Church will receive the full amount you originally entered.
- If you wish to make any changes, click the Back button and proceed with your changes.
- If you are satisfied that this correctly reflects your intended contribution, press the *Donate Now* button to complete the process.

Other Options and Account Maintenance

After you have signed in to your account, you can click on the Menu icon in the upper left corner of the display (opposite your name). It looks like three white stacked lines in the dark gray header. A drop-down menu will appear, giving you the following options:

- Give Now – Brings you to the screens described above in the section Make Your Donation.
- Giving History – Displays your past contributions. You can display more than the most recent 30-day period by selecting 90 or 180 in the *View By (Days)* drop-down box. Click on the *Menu* icon again to get out of this screen.
- Recurring Donations – Displays any contribution you have previously entered as recurring, giving the details of them. If you wish to discontinue a recurring contribution, click on the trash can displayed to the right side of the description. Click on the *Menu* icon again to get out of this screen.
- Personal Information – Displays your Account Profile, where you can update/correct your name and/or change your password. The rules for the password can be viewed by clicking on the information icon (the “i” inside the shaded circle) to the right side of the password boxes.
- Payment Methods – Displays your current payment method choices. You can remove any of them by clicking the trash can. You can also edit a credit/debit method to update your billing address or the expiration date of the card. Click on the *Menu* icon again to get out of this screen.
- Click anywhere outside the Menu drop-down box to make the menu selections disappear.
- Logout – To end your session.