



Setting Up Your Online Giving

Setting up your online giving involves a few steps, but once it is done regular donations are a breeze.

Page 1

Most of setting up your online giving is very simple and self explanatory.

**ENTER EMAIL
ENTER PASSCODE**

If this is your **first time** to do this, you won't yet have a passcode, so click here.

If you have one enter it and press continue.

Please sign in. If this is your first time signing in, or if you cannot remember your passcode, click the yellow button below.

Your Email Address:
Your Email Address

Your Passcode:
Your Passcode

I do not know my Passcode, or I do not have a Passcode →

Remember me on this device until I sign out

Continue

If this is your **first time** a passcode will be emailed to you. When you get it, enter the code and proceed (*you'll only do this once*).

Page 2

ENTER EMAIL

1

CLICK

2

Press continue

3

Your Email Address:

Your Email Address

I'm not a robot



reCAPTCHA
Privacy - Terms

Continue

After previously requesting a passcode be sent to you check your email

✔ We just sent you a Passcode.
Check your email and enter your Passcode below.
Note: It may take several minutes for your Passcode to be delivered.
Be sure to check your spam or junk folders too.

ⓘ Please sign in. If this is your first time signing in, or if you cannot remember your passcode, click the yellow button below.

ENTER EMAIL

Your Email Address:

Your Email Address

ENTER PASSCODE

Your Passcode:

Your Passcode

I do not know my Passcode, or I do not have a Passcode →

Remember me on this device until I sign out ⓘ

PRESS CONTINUE

Continue

Now that you have entered your passcode, you will see your profile section.

Enter your **role** in the family role field (*primary or spouse*) then click

Done

located at the top of the page.

Then continue to the sign in screen.

The screenshot shows the 'My Profile' section of an application. At the top, there is a dark header with the text 'My Profile'. Below the header is a light blue bar containing an information icon and the text: 'Use the fields below to edit your profile. Changes are saved automatically.' Below this bar is a 'Family Role' dropdown menu. The dropdown is currently open, showing a list of options: 'Primary', 'Spouse', 'Child', and 'Other'. A red arrow points from the text 'Enter your role in the family role field' to the dropdown menu.

This will be your usual sign in screen once you finish the setup.

The screenshot shows the 'Please sign in' screen. It features a light blue background with a white sign-in form. The form has two input fields: 'User Name or Email' and 'Password', both with eye icons for visibility. Below the password field is a link for 'Forgot your password?'. Underneath that is a 'Remember Me' toggle switch, which is currently turned off. At the bottom of the form is a blue 'Sign in' button.

This is where indicate how the contribution is to be made.

Credit/Debit Card
ACH/Checking

(use ACH/Checking if possible since it only costs the church 25 cents per donation)

Select the Fund you want this contribution to apply to. (usually General Offering)

List the amount.

List the frequency of the gift. (Once, Every Week, etc.)

The screenshot shows a web interface for making a contribution. At the top, there are three tabs: "Credit/Debit", "ACH/Checking" (which is selected), and "SMS/Text Giving". Below the tabs is a confirmation message: "Thank you for supporting the Lord's work at Grace Chapel. Your contribution has been posted." Underneath, there is a "Choose a Category" dropdown menu with "General Offering" selected. To the right of the dropdown is an "Amount" field with "0.00" and "USD" next to it. Below the amount field is a link that says "+ Add another entry". Further down is a "Memo" field with the text "Optional. This memo will be visible to your church". Below the memo field is a "Charge this Amount:" section with four radio button options: "Once", "Every Week", "Every Other Week", and "Every Month". Below these options is a link that says "Manage Your Recurring Donations". At the bottom of the form is a "Next >" button. Red arrows from the text on the left point to the "ACH/Checking" tab, the "General Offering" dropdown, the "0.00" amount field, and the "Once" frequency option.

All online giving includes this step for your security.

Because of the time it takes to send to your bank, you will need to return with this information to complete your setup by entering the amounts in the verification fields.

You only need to setup once, then it's done.

The screenshot shows a verification step in the church giving interface. At the top, there are three tabs: "Credit/Debit", "ACH/Checking" (which is selected), and "SMS/Text Giving". Below the tabs is a paragraph of text: "Please verify that you own the account ending in xxxx. We have created two small deposits in your account labeled AMTS. Log in to your bank account and provide us with the EXACT amounts of these two deposits. PLEASE NOTE: It may take a couple of days for these deposits to appear in your account. When they appear, return to this screen to proceed with setup. Do not attempt to guess these amounts, as it will prevent you from being able to use this account for donations." Below the text are two input fields. The first is labeled "Verification Deposit 1 Amount:" and the second is labeled "Verification Deposit 2 Amount:". Both input fields have a placeholder text that says "Enter number of cents". At the bottom of the form is a "Submit" button. Red arrows from the text on the left point to the "Verification Deposit 1 Amount:" label and the "Verification Deposit 2 Amount:" label.

This is where your donation is actually recorded

(reenter your amount and frequency)

Credit/Debit Card
ACH/Checking

(use ACH/Checking if possible since it only costs the church 25 cents per donation instead of 3%)

Select the **Fund** you want this contribution to apply to. (usually *General Offering*)

List the **amount**.

List the **frequency** of the gift. (*Once, Every Week, etc.*)

Now click **SUBMIT** then **LOG OUT**

The screenshot shows a web form for online giving. At the top, there are three tabs: 'Credit/Debit', 'ACH/Checking', and 'SMS/Text Giving'. The 'ACH/Checking' tab is selected. Below the tabs, there is a 'Select a Category' dropdown menu with 'General Offering' selected. To the right of the dropdown is an 'Amount' input field with '0.00' and 'USD' next to it. Below the amount field, there is a text label 'Debit this amount from my account ending in 8158:' followed by four frequency buttons: 'Once', 'Every Week', 'Every Other Week', and 'Every Month'. Below the frequency buttons is an 'Optional Memo' text area. At the bottom, there is a blue box containing an information icon, the text 'By clicking below, I authorize Grace Chapel to electronically debit my bank account for the amount entered above.', and a blue 'Submit' button. Red arrows point from the text on the left to the 'ACH/Checking' tab, the 'General Offering' dropdown, the '0.00' amount field, and the 'Once' frequency button.

The **next time** you log back in to make a donation, this is the screen you will see.

Credit/Debit Card
ACH/Checking

(use ACH/Checking if possible since it only costs the church 25 cents per donation instead of 3%)

Select the **Fund** you want this contribution to apply to. (usually *General Offering*)

List the **amount**.

List the **frequency** of the gift. (*Once, Every Week, etc.*)

Now click **SUBMIT**

This screenshot is identical to the one on page 9, showing the online giving form with the 'ACH/Checking' tab selected. Red arrows point from the text on the left to the 'ACH/Checking' tab, the 'General Offering' dropdown, the '0.00' amount field, and the 'Once' frequency button.

Once you have setup your online giving, it takes only seconds to make your regular contributions.

Online Giving login: <https://www.churchtrac.com/donate?ui=C2F34ED9>

Thank you for reviewing the setup instructions

Click the link above to login to online giving

① Please sign in. If this is your first time signing in, or if you cannot remember your passcode, click the yellow button below.

Your Email Address:

Your Passcode:

[I do not know my Passcode, or I do not have a Passcode →](#)

Remember me on this device until I sign out ⓘ

[Continue](#)

If you experience a problem with anything,
we're here to help you.

Call or text Ms. Diane at 228-493-1239
for assistance or questions.

Have a Blessed Day!