Ebenezer Baptist Church Online Giving Instructions

Instructions

1. Visit the EBC website at http://www.ebenezerbc.org

2. Click on the button from the home page of the website. You will be redirected to the *Giving Online to EBC* web page on the EBC website.

3. On the *Giving Online to EBC* web page, you'll be presented with information about online giving to EBC. Please note that in order to access the online giving site, you must click the button at the bottom of the page. The button is represented below:

NOTE: If you are a member of EBC and want to give online, we want to make your giving process as easy as possible. One thing that we ask is that you verify with the EBC Trustee Ministry that your e-mail address has been updated for your member record within our church member management system. Our system requires the use of your e-mail address as part of the login process, and therefore it is important that we have an accurate e-mail address for you.

If you have not verified your e-mail address with the EBC Trustee Ministry, all is not lost. You can still give online and create your online profile using our giving website (which is a required step). Once done, our system will link your profile to the church records we have for you and ensure your contribution gets properly counted as part of your annual contribution statement. Verifying your e-mail up front just helps the process be a bit more expedient, but shouldn't deter you if you haven't done so because the process of giving online remains the same. To verify your e-mail address, please see a member of the Trustee Ministry during our Sunday worship services.

4. Click on the button and you will be redirected to the login page of our secure online giving website. Figure 1.1 below shows the login screen.

Figure 1.1 – EBC Online Giving Login Screen

5. If have not logged into our online giving website before, please click the **Click Here** link next to **"Need a login?"** link at the bottom of the page.

NOTE: If you clicked the **Click Here** link next to the **"Need a login?"**, you will be prompted to provide your e-mail address along with your first and last name. The system will attempt to look you up in our internal database to verify you have given to EBC in the past. If your record is found, you will be allowed complete the creation of your login. Figure 1.2 shows the "Account Sign Up" screen.
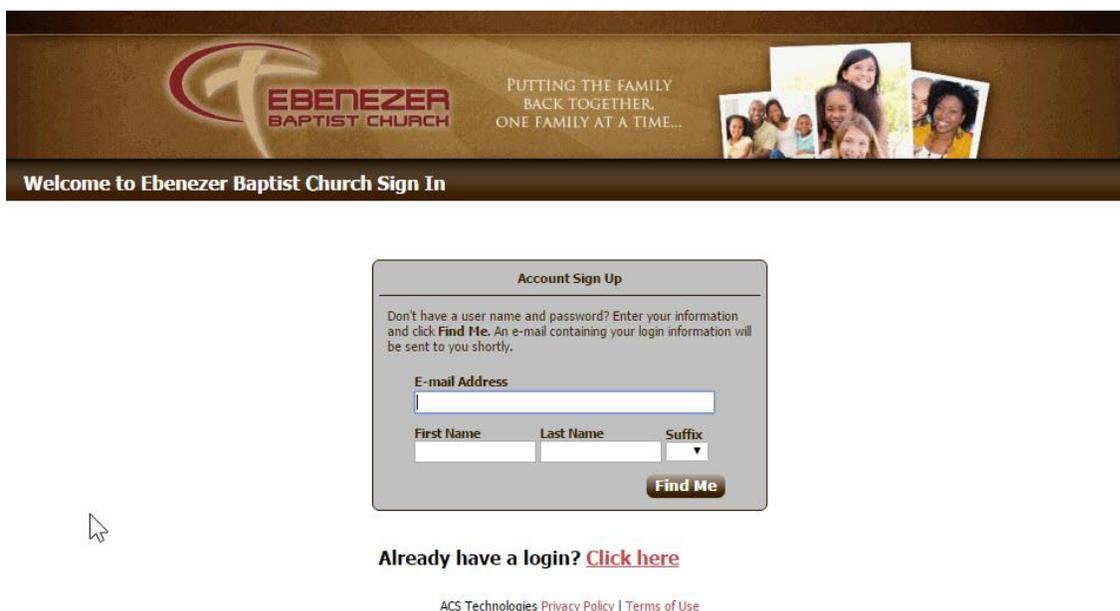

Figure 1.2 – "Account Sign Up" Screen

If your record is not found, return to the online giving page on the EBC website and click the

click here to make a one-time donation as a guest button to make a donation as a guest. The system will allow you to create a new account and register yourself with EBC online giving.

6. After you've successfully created your login profile and logged in, you'll be provided with an option to submit your online gift. You should see **My Giving Summary** section containing a Give Now button. Figure 1.4 shows the "Giving Summary" view that shows your giving summary and an Give Now option to make an online donation.

My Giving Summary

2013 Year to Date Giving $0.00

My Giving History
Manage Scheduled Giving

Give Now

Figure 1.4 – Giving Summary View

7. After clicking the Give Now button, you'll be taken through a 4-step process for giving your donation. The steps are listed as (a) – (h) below:

   a) Step 1 involves specifying how much you want to give. You also have the ability to set up recurring payments as well. Through recurring payments, you have the ability to have EBC automatically debit payments from an account you specify on a recurring basis based on the date you specify. Therefore, you could set up monthly recurring debits and eliminate the need to go through this process every time you want to make a donation. This is very similar to how you can set up recurring payments using online bill pay with your bank to pay monthly bills.

Figure 1.5 below shows the "Gift" screen where you can specify the amount of your donation and other applicable information.
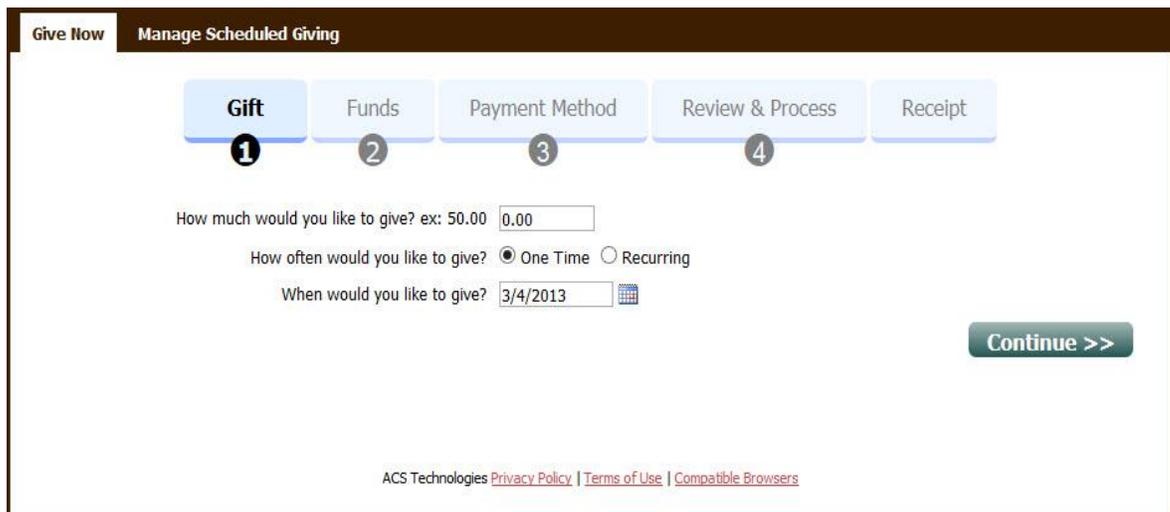
Give Now	Manage Scheduled Giving

Gift ❶	Funds ❷	Payment Method ❸	Review & Process ❹	Receipt

How much would you like to give? ex: 50.00 `0.00`

How often would you like to give? ⦿ One Time ◯ Recurring

When would you like to give? `3/4/2013` 📅

Continue >>

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Figure 1.5 – Give Now "Gift" Screen

   b) Click the Continue >> button after specifying donation amount.

c) Step 2 asks for you to specify the EBC fund/program(s) you want to apply your donation to. You can apply your donation across one or multiple funds/programs. Please note that the fund amounts must equal the total amount of funds you specified in the first step.

Figure 1.6 below shows the "Funds" screen where you can specify which funds to apply donation to.

Figure 1.6 – Give Now "Funds" Screen

d) Click the **Continue >>** button after specifying your fund allocations.

e) Step 3 asks for you to specify the payment method to be used for making your online payment. Specify the payment method and the applicable information and click the **Continue >>** button. Figure 1.7 shows the "Payment Method" screen where you can specify your payment method.

Figure 1.7 – Give Now "Payment Method" Screen

f) Step 4 asks for you to review your online donation for correctness prior to submitting. Once you've validated the amount and the funds you've specified to apply your donation amount to, click the **Continue >>** button. Figure 1.8 shows the "Review & Process" screen where you can validate your donation information.
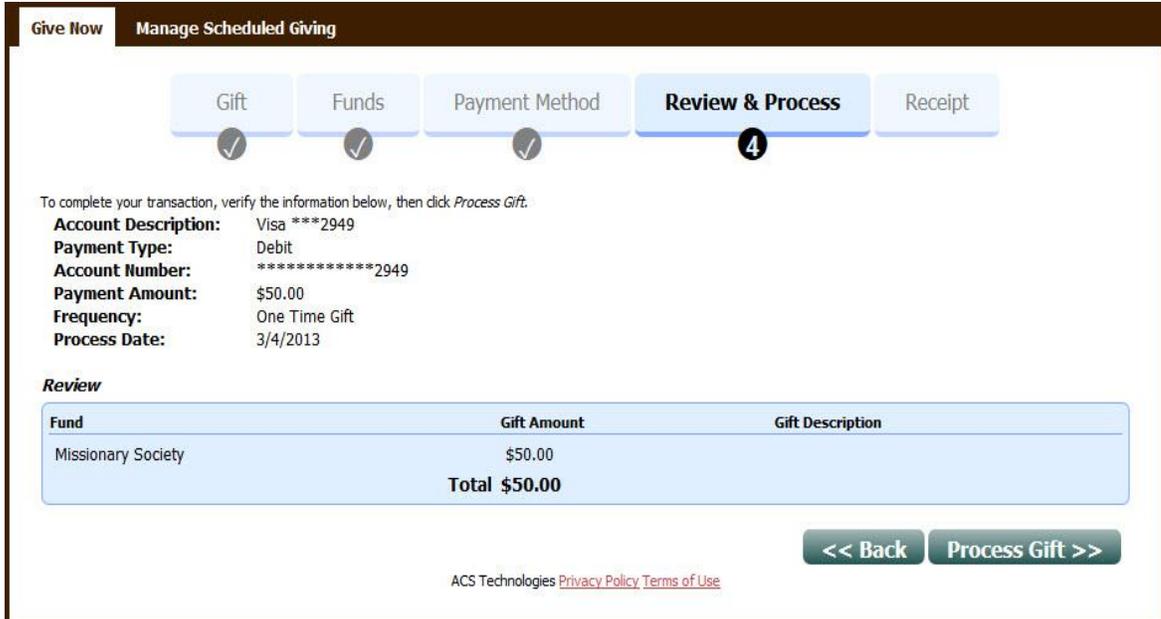

Figure 1.8 – Give New "Review & Process" Screen

g) Once you have verified your donation information, click **Process Gift >>** to make your online donation.

h) After successful online payment, you'll be presented with an electronic receipt that you can print for your records. Also note that an electronic copy of the receipt will also be e-mailed to you using the e-mail address you specified during login. Figure 1.9 shows the "Receipt" screen where you can view the results of your online donation.
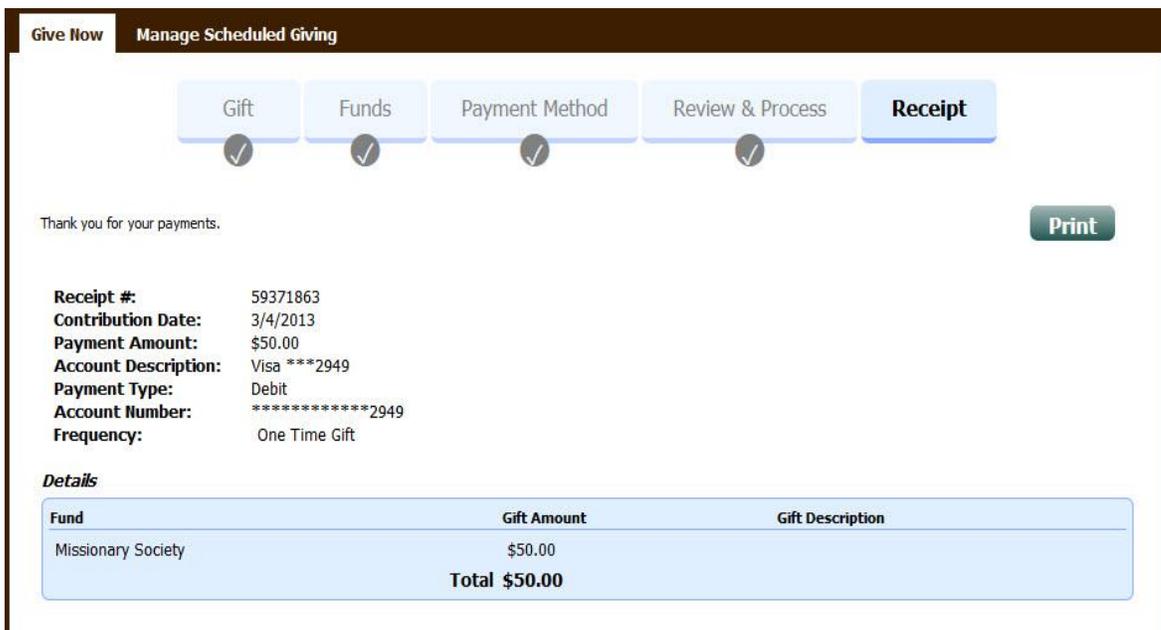
Figure 1.9 – Give New "Receipt" Screen

NOTE: You have the ability to print a copy of the receipt by clicking the **Print** button.

8. CONGRATULATIONS! You've successfully given online to EBC!