

# **HOW TO GIVE ONLINE**

Clicking on the "Give" menu option in myWC\* takes you to a centralized location for everything related to your giving. You will have two tabs to choose from: Give and Schedules/ History.

GIVE	SCHEDULES / HISTORY	
	• One time gift O Repeating gift	
	Gift Amount	
	Choose Designation	
	Add another	
	Payment Type	
	Checking account (preferred method)	
	O Debit/credit card	
	Cancel	Continue

## Giving via Credit/Debit While Logged In

- 1. After logging in, click 'Give'.
- 2. Click 'One-time' or 'Repeating Gift'.
- 3. Start filling out the gift amount and where you would like to designate the gift.
- 4. Click 'Checking account' or 'Debit/credit card'.
- 5. Fill out additional information in the provided fields.

Users can still update their contact information from this page as well as save payment information.

Once those boxes are filled out, the rest of the page will load to show billing and contact information fields or show any payment methods you have saved. The 'Confirm' button is disabled until the entire page is filled out.

Debit/credit card

Contact & Billing Info

Adam	Creighton		
10807 New Allegiance Dr #300			
Colorado Springs CO	▼ 80921		
+17198562899	acreighton@emails.com		
Update my profile with this contact information.			
Card Number	VISA DECOVER		
Month • Year	▼ Security Code		

Save my payment information for future use.

## **Repeat Giving**

Online giving can be processed quickly through Church Community Builder using the onetime gift tool, but those who prefer to give on a repeating schedule or one time at a later date can instead set up a gift to come out of their account on a specified day.

- 1. You will follow the same instructions when giving a one-time gift, except you will select 'Repeating gift'.
- 2. A different form will populate that will allow you to set up your scheduled giving. Here, you can choose how often you would like to give and/or how many gifts you are designating.
- 3. When giving a one-time gift, the 'Confirm' button is disabled until the entire page is filled out.



### Continue Until

I change this repeating gift



contributions have been made

#### Payment Type

- Checking account (preferred method)
- Debit/credit card

## **Giving via Checking Account While Logged In**

Online giving through a checking account REQUIRES logging in because that serves as identity verification for the transaction. It's like your signature on a check.

- 1. After logging in, click 'Give'
- 2. Click 'One-time' or 'Repeating Gift'
- 3. Start filling out the gift amount and where you would like to designate the gift
- 4. Then click Checking account or Debit/credit card
- 5. Fill out additional information in the provided form

ACH gifts normally take 2–3 days to process completely.

\*If you do not have a myWC account, you can create one by clicking here.