



## Beulah United Methodist Church

Those of you who are currently using online bill paying services will be pleased to hear that we are launching a new giving service called "E-Giving". E-giving is designed to enable you to contribute online and transfer funds electronically. This method of giving will provide the same confidentiality that you are accustomed to plus the convenience that online services offer. We understand this method of giving may not be for everyone and our regular offering time will continue to be a part of our Sunday morning services. If you would like to participate in E-Giving, please use this document for instruction.

You will need to have cookies and scripts enabled on your browser. Refer to your browser help documents for more information about these features.

Click **Donate** on the Beulah UMC website to go to the **Beulah Online Giving** web page. Click the E-Giving Link to start E-Giving .

### Sign-up for First Time Users

#### Page 1 – E-Giving Login

- a. First time users will need to sign up.
- b. Click on the  button.

#### Page 2 – Member Sign-Up

- a. Complete the member profile form and create your username and password. Passwords are case sensitive. Please make a record of your username and password.
- b. After completing all information, click  .

#### Page 3 – Sign up Complete

There are 4 options from this page

- a. Click [Donate Now](#) to continue to our donation page
- b. Click [View your profile](#) to view or make changes to the information that you entered
- c. Click [Go to the Main Menu](#) to view all of the E-Giving features
- d. **IMPORTANT: you must agree to the ACH authorization form to allow for checking or savings account transactions. This also can be accessed from your main menu.**

## Instructions once you have a username and password.

### Page 1 – E-Giving Login Page

- a. Enter your username and password that you created previously.
- b. Click the  button.

### Page 2 – Main Menu

- a. Click Go To My Organization's E-Giving Transaction Page to make a donation (to use a checking/savings account you must have accepted the ACH authorization agreement. If incomplete there will be red letters at the top of your Main Menu).

### Page 3 – Make a Transaction

- a. Enter your transaction amount as you choose.
- b. Click .

### Page 4 – Make a Transaction (transaction type)

- a. Click the radio button below to choose your donation frequency:
  1. Process the above fund(s) now.
  2. Schedule the above fund(s) to be processed once on a future date.
  3. Schedule the above fund(s) to be processed on a recurring schedule. (for example purposes this is the option that we are choosing).
- b. Click .

### Page 5 – Make a Transaction (Schedule options)

- a. Choose your giving frequency (weekly, bi-weekly, monthly, semi-monthly)
- b. Choose your start date and end date.
- c. Click .

### Page 6 – Make a Transaction (Payment Information)

- a. Click down arrow  and choose your payment type.
  - a. Enter payment information for your choice and click .

### Page 7 – Make a Transaction (Transaction Summary)

- a. Verify all information on this screen to be sure it is correct and then click  to submit your donation.

### Page 8 – CONGRATULATIONS

Your donation is complete.