



Giving Online Made Simple

You may give online either at www.simplechurchgiving.net/fbcw, (this link is the most user friendly for all devices); www.thefirstbaptistchurch.com/OnlineGiving, (this site offers all online giving options at one link and is device friendly); or by downloading the **SimpleChurch CRM** App from the App Store.

Compatible devices are: Desktop Computer, Laptop, Tablets, Smart Phones

If you would like assistance call Jan Cochran at 252.946.8074 to schedule a time to meet with her.

Her normal office hours are Mon. & Tues. 8-4; Wed. 8-12

I. Getting Started via the website:

There are two types of accounts for giving online.

Quick Give or Registered Donor

Would you like to give without setting up a donor account? Use “Quick Give”. See Appendix A for a screen shot.

Quick Give does not require you to set up a donor account. This option is good for one time givers, possibly a non-member giving a memorial or making a contribution to a loved one’s mission trip. It is quick and easy.

*Be sure to select the desired fund and then record who the funds are for in the comment/description box if appropriate.

i.e. To make a contribution to the Widow’s Mite Building Fund in memory of John Doe - choose **Memorial** under Fund and record **John Doe/Widows Mite** in the comment/description box. This gives us all the information to credit your gift accurately.

Are you a church member or regular attendee that would like a history of your giving or would like to set up automatic payments? Use “First Time” to set up a registered user account. See Appendix B for a screen shot

A Registered Donor requires a login and password but will give you access to your giving history.

- First Time Donor? Click “First Time” and **setup your Donor Profile**.
- Already a registered donor? Simply enter your Email and Password.
- Forget your password? Click “Forgot Password”.

• **Setting Up Your Donor Profile:** See Appendix B for a screen shot.

- Enter your email address and password.
- Password must be at least 8 characters and must contain a combination of letters and numbers.
- Remember these login credentials! You will need them to access your Donor Profile.
- You will receive a welcome email with your user name and password. Keep this information for logging on.



Making Single Donations - Credit/Debit Cards: *See Appendix C for a screen shot.*

(Credit Cards Accepted: VISA, MasterCard, Discover, American Express)

- Login by entering your email address and password.
- Select which fund you would like to donate to from the drop down list. Enter additional information needed to properly credit your account in the comment/description box.

For Memorials choose Memorial Fund, enter the name and type of memorial such as John Doe/ Widow's Mite

Choose Other for a fund not listed and indicate the name in the description box, enter Acteens in the comment box.

- Enter your donation amount.
- Add your card information and billing details.
- Click "Submit" to process your donation.

Making Single Donations - eChecks: *See Appendix D for a screen shot.*

- Login by entering your email address and password
- Select to "Use Check" located at the top right of your screen or select ACH/eCheck from the drop down menu
- Select which fund you would like to donate to from the drop down list. Enter additional information needed to properly credit your account in the comment/description box.

For Memorials choose Memorial Fund, enter the name and type of memorial such as John Doe/ Widow's Mite

Choose Other for a fund not listed and indicate the name in the description box, enter Acteens in the comment box.

- Enter your donation amount
- Add your bank account information
- Click "Authorize" to submit donation
- You will receive an email confirmation for gifts over \$20. Verify your giving and notify Jan Cochran regarding any errors.

Setting Up Automatic Recurring Donations - Cards Only:

See Appendix E for a screen shot.

- Login by entering your email address and password
- Select "Scheduled Giving" on the left hand navigation
- Select which fund you would like to donate to from the drop down list using the comment/description box as needed
- Enter your donation amount
- Select the frequency, number of installment and start date
- Add your card information and billing details
- Click "Activate Schedule" to start your recurring donation schedule
- You will receive an email confirmation for gifts over \$20. Verify your giving and notify Jan Cochran regarding any errors.

Appendix A Quick Give Screen Shot

Welcome Guest Secure Login

First Time?
» New User Registration

Quick Give
» No Login Required

Scheduled Giving
» Automatic Recurring Donations

My Account
» My Info, Pledge & History

My Donation

USE CHECK

Amount: \$25.50 To: Memorial

Additional Information
Other Comments: John Doe - Widows Mite

Card Information
Card Type: Visa
Card Number: 1234567898765432
Card Expiration: 1 / 2017 (month / year)
Card Code: 123

Card Holder Information
Email Address: test@yahoo.com
Name on Card: Bob Jones
Billing Address: 123 Church St. (street address)
Zip Code: 27889
 Add 2% to help cover costs of processing?

Level 1 - Security Certified Provider

Appendix B First Time/Donor Profile/Registered User Screen Shot

First Time? Secure Login

First Time?
» New User Registration

Quick Give
» No Login Required

Scheduled Giving
» Automatic Recurring Donations

My Account
» My Info, Pledge & History

Welcome to Online Giving

If this is your first time giving online, simply fill in your basic information below. Next time, you'll get to skip this step!

First Name:

Last Name:

Address Line 1:

Address Line 2:

City, State / Zip: NC /

Phone Number:

Email Address:

Password:

Confirm Password:

Your email address will become your user name when you sign in. This email address will also receive confirmations.

Level 1 - Security Certified Provider

Appendix C Making Single Donation—Credit/Debit Cards Screen Shot

Appendix D Making Single Donation—eChecks Screen Shot

Appendix E Setting Up Recurring Donations—Cards Only Screen Shot