

1. Click on **Not signed up yet? Sign up here!** then fill in each of the fields requested in setting your profile. Know that you can always go back to that profile and make changes when necessary. Please remember to make a note of your user name and password for future access.

Note: **If this is a one-time donation**, you may skip this profile process and click on "Guest Donation" and follow instructions on entering your financial information. If you decide to use the site again another time, you'll have to re-enter this info.

2. After filling in all of the data for your profile, click "**Submit**" and you will be back at the **main menu**. Now **it's time to enter HOW to donate**.
  - a. If you select to make one or more transfers from your **bank account**, click on "**View the authorization agreement**". After you read through the legal document discussing how electronic bank transfers/ACH debits are processed, check the box "I have read the agreement.....", click on "I agree" then more disclosures will appear for your review. At the bottom of the page, click on "back to the main menu", then from there "Go to my Organization's Egiving Donation Page"
  - b. If you will pay by **Credit Card**, click on "**Go to my Organization's Egiving Donation Page**"
3. Once you're at the official PCB Donations page, you will see an image of our church and our vision statement. **Select a category** for your donation from the 5 most utilized noted at the top under general donations, or from one of the many listed under "Special Giving Opportunities". If you don't see a category that fits the nature of your gift, **you may enter your own description** by typing over the word "other" (box near church photo). If there's not enough room to fully describe the nature of your gift, put as much as you can in the box, then send an email with more information to [Accounting Staff](#).
4. Scroll to the bottom on the page and select one of the following options:
  - Donate the above funds now (one time occurrence)
  - Schedule the funds to be donated ONCE on a future date
  - Schedule the funds to be donated on a recurring schedule
5. The system will now walk you through several screens verifying your selection and timing of donation: follow the prompts, making changes as you need to. The final screen will ask you for detail credit card or bank information. As an FYI on the bank info, the 9 digit routing number for your bank can be found on the bottom of one of your personal checks. It usually appears immediately before the bank account number on the checks, followed by the check number.
6. The final screen allows you to double check all of your info, modify it or cancel it and start over. Once you are satisfied that everything is correct, click on **I Authorize this Transaction**. It will be processed and you will

receive immediate email notification that it is in process. When it clears (one day for credit/debit cards, 3 days for bank transfers) you will receive a 2nd email.

7. Please note that the financial information you entered for this transaction is **automatically saved** to your user profile for use on future donations. You may go into your user profile from the main menu at any time to edit or delete that information, make changes to your payment schedule, change your password and any other personal data.
8. That's all there is to it! Thank you for your continued support of our faith community!