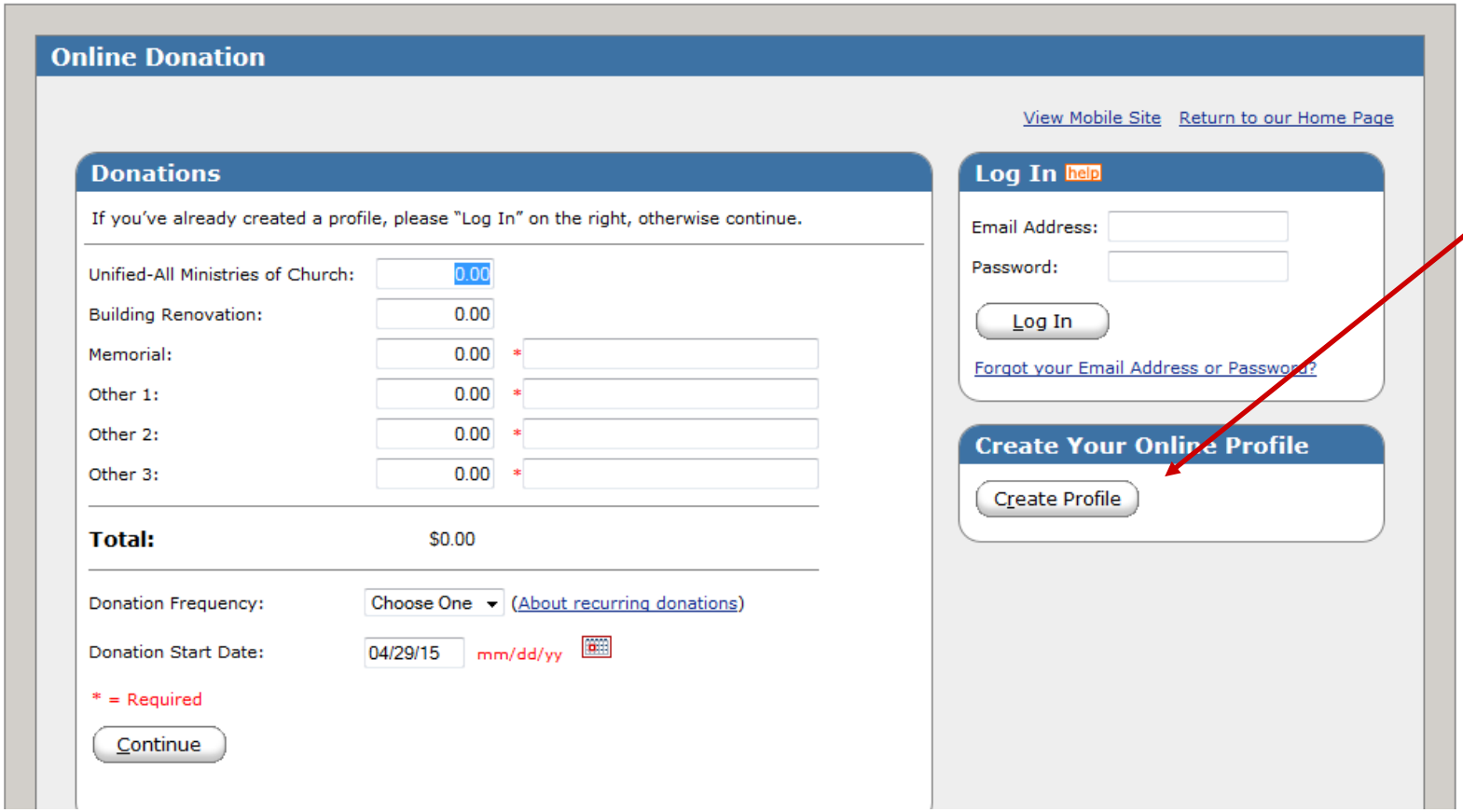
Getting started

The is the Home Page!

First time users, click on “Create Your Online Profile”

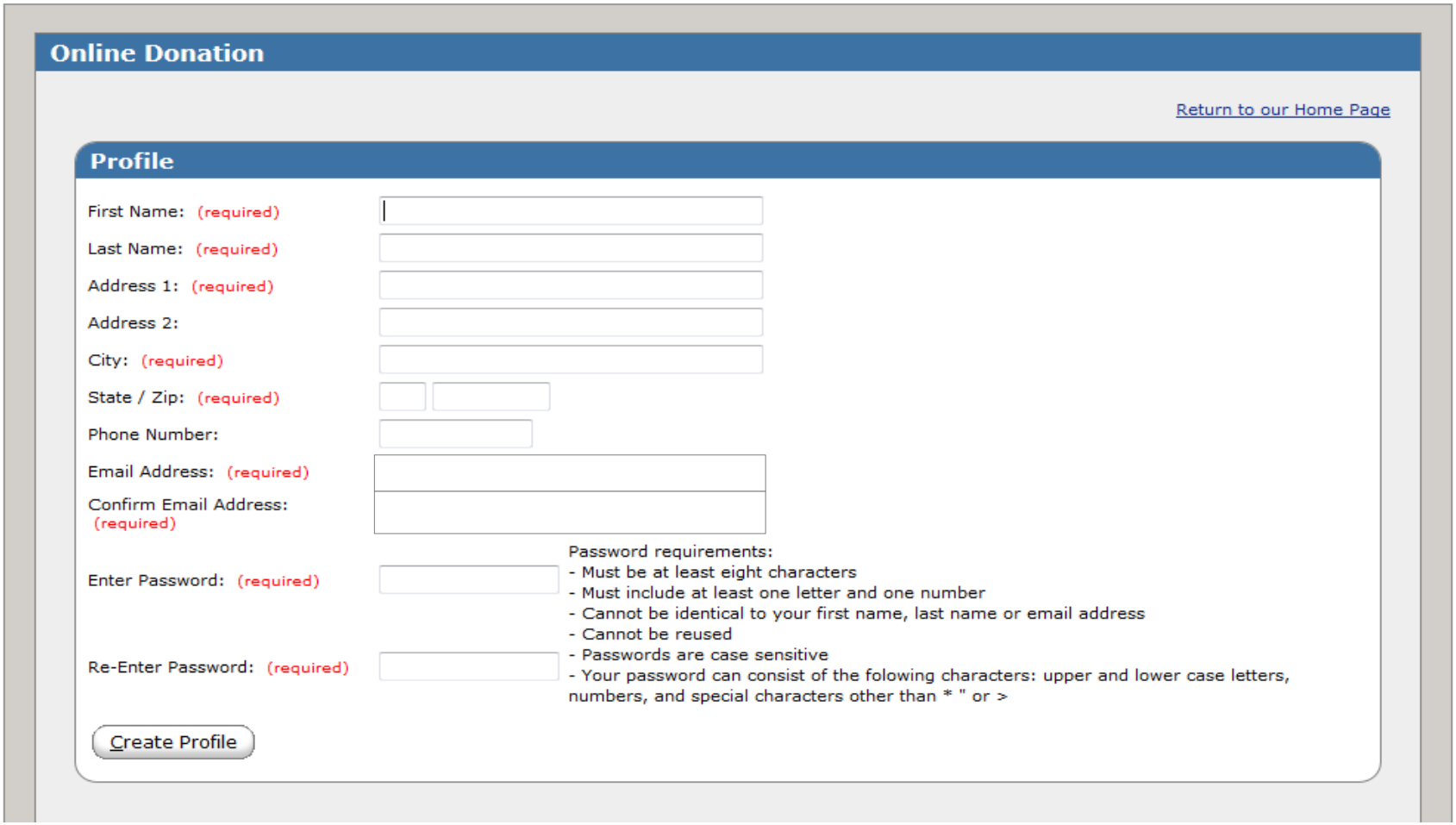


Getting started

Fill in your email address, verify and click “Continue”

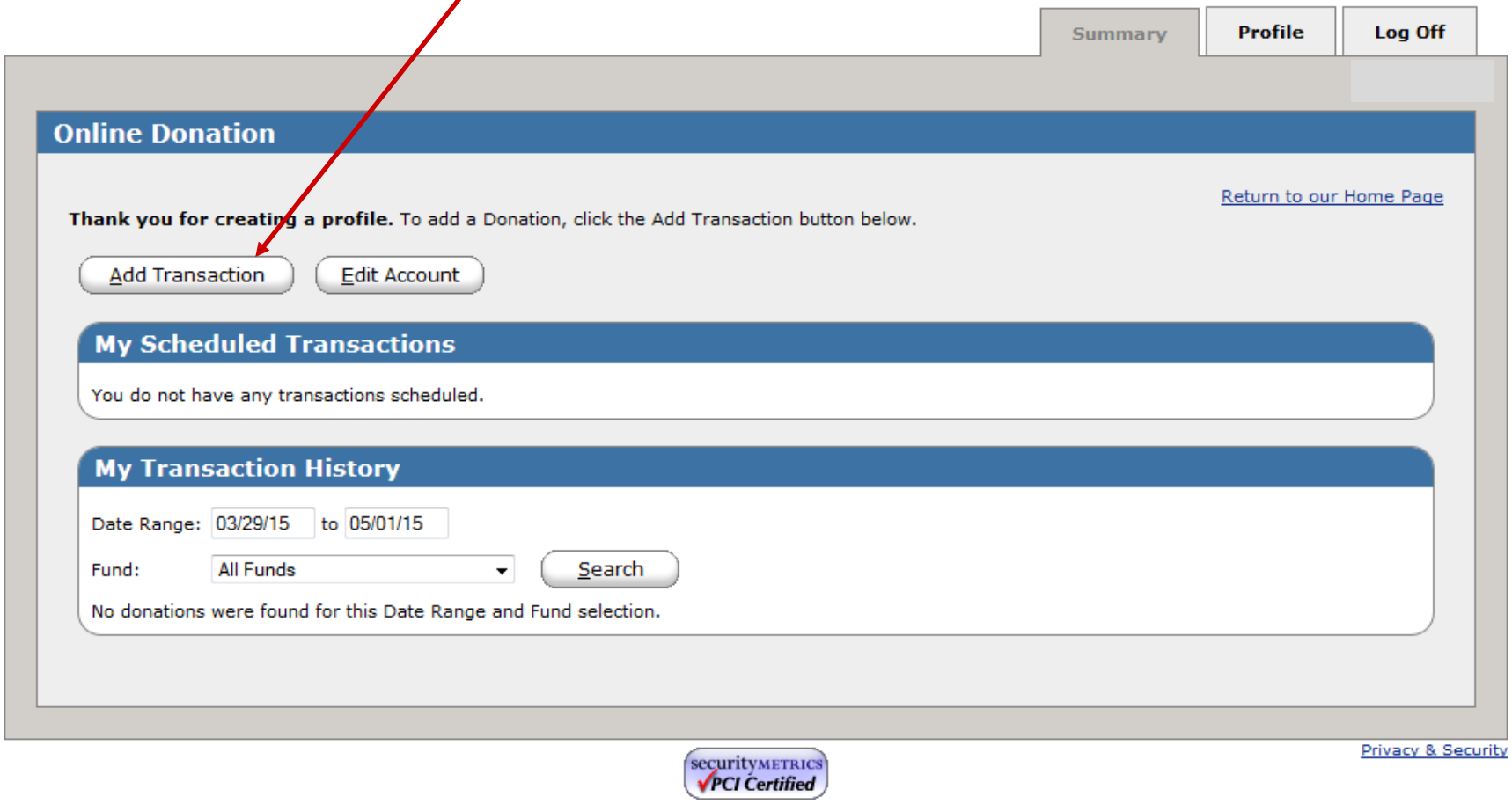
Getting started

Fill out Profile and click “Create Profile”



Getting started

Click on “Add Transaction”



Getting started

Choose…

1. A Fund

- Unified – All Ministries
- Building Renovation/Capital Campain
- Memorial
  (Provide person's name)

- Other 1, 2 ,3
  (Special Donations & Registrations)

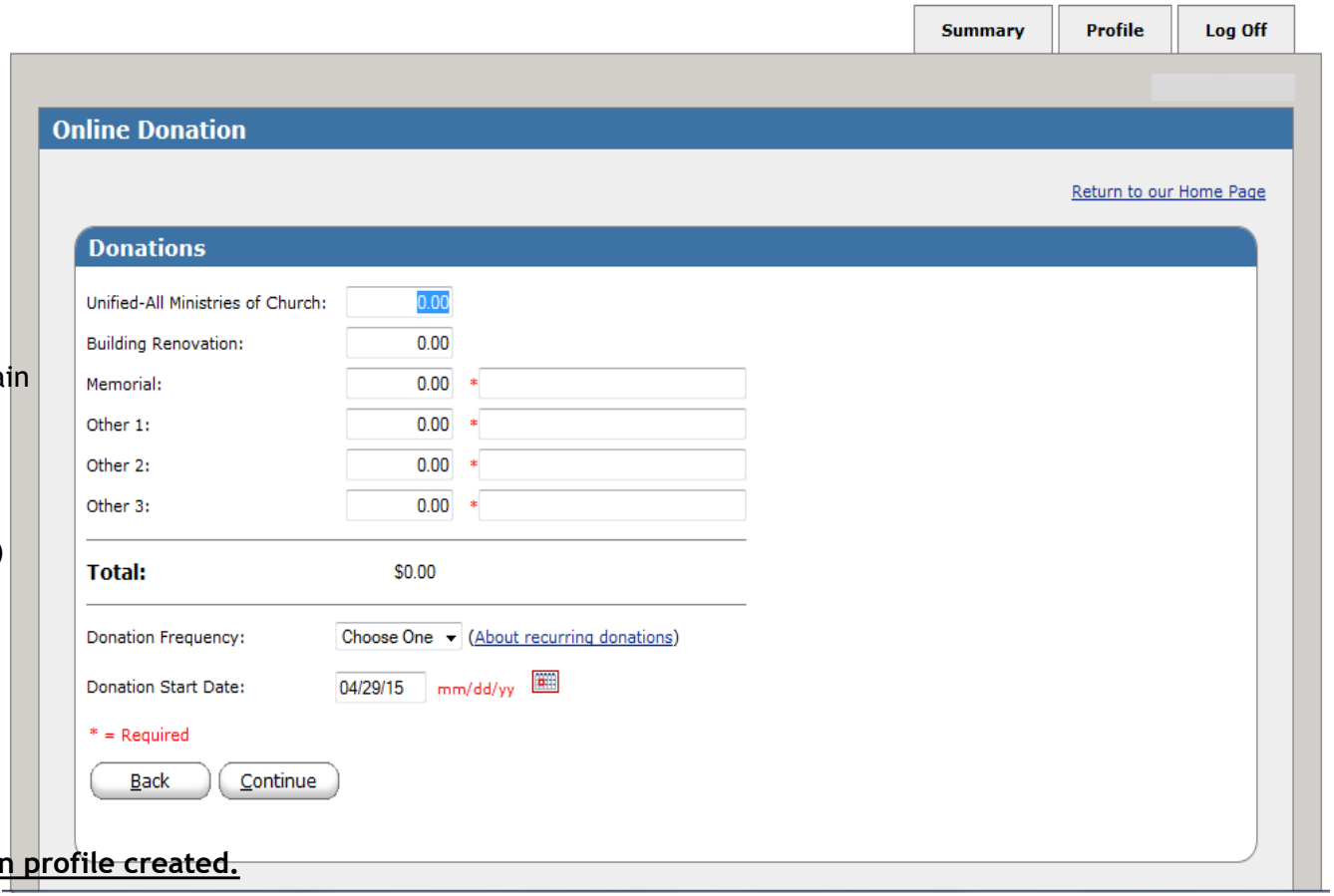
2. Donation Frequency

- 1X, Weekly or Monthly

3. Start Date

- **Set for at least 14 days from when profile created.**
- **Set for a Monday through Friday - no weekends.**
- **Use the calendar to set all dates**

4. Click "Continue"

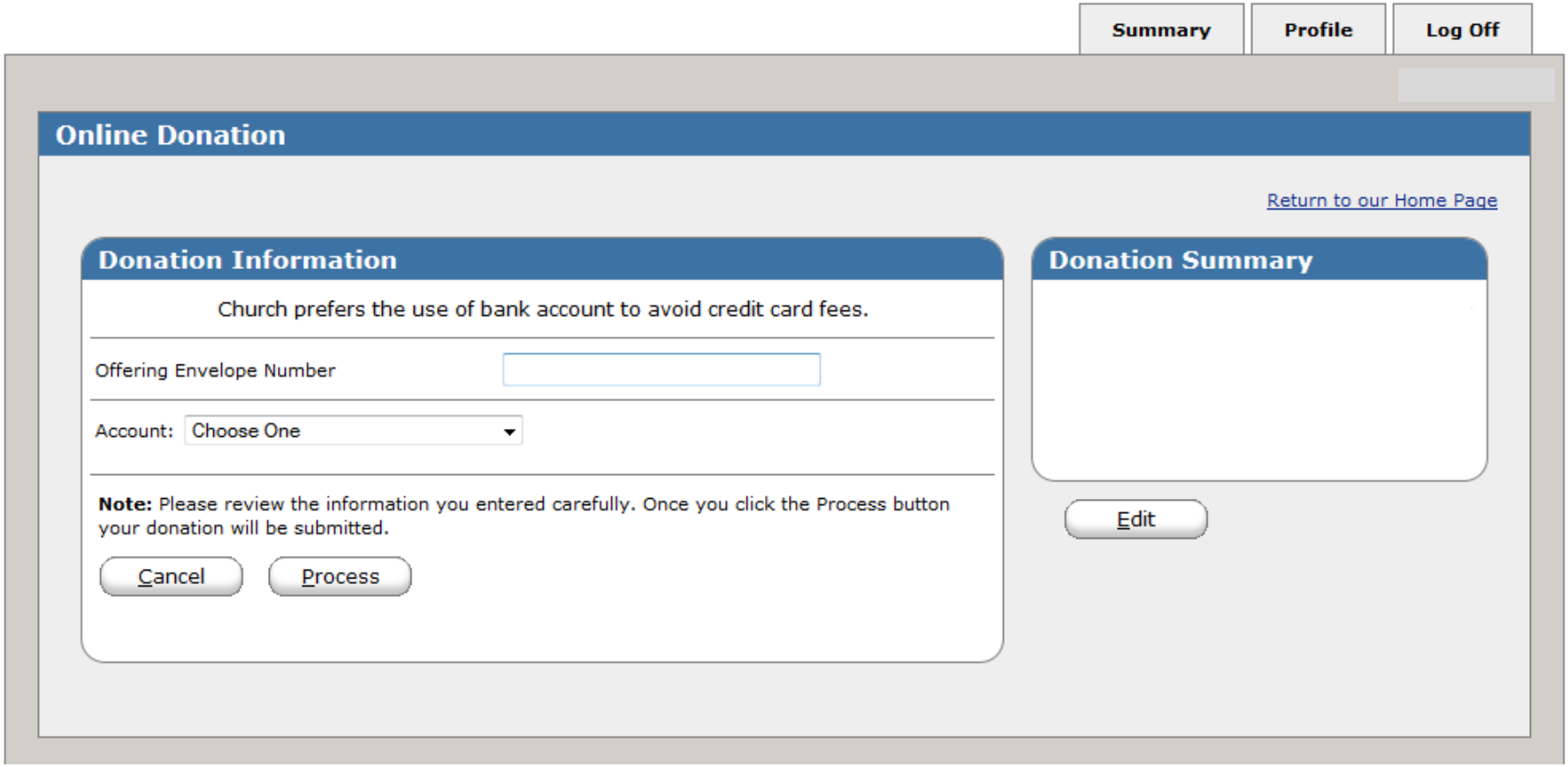


Getting started

1. List your envelope number (only if known).
2. Choose an account - either checking/saving or credit card.

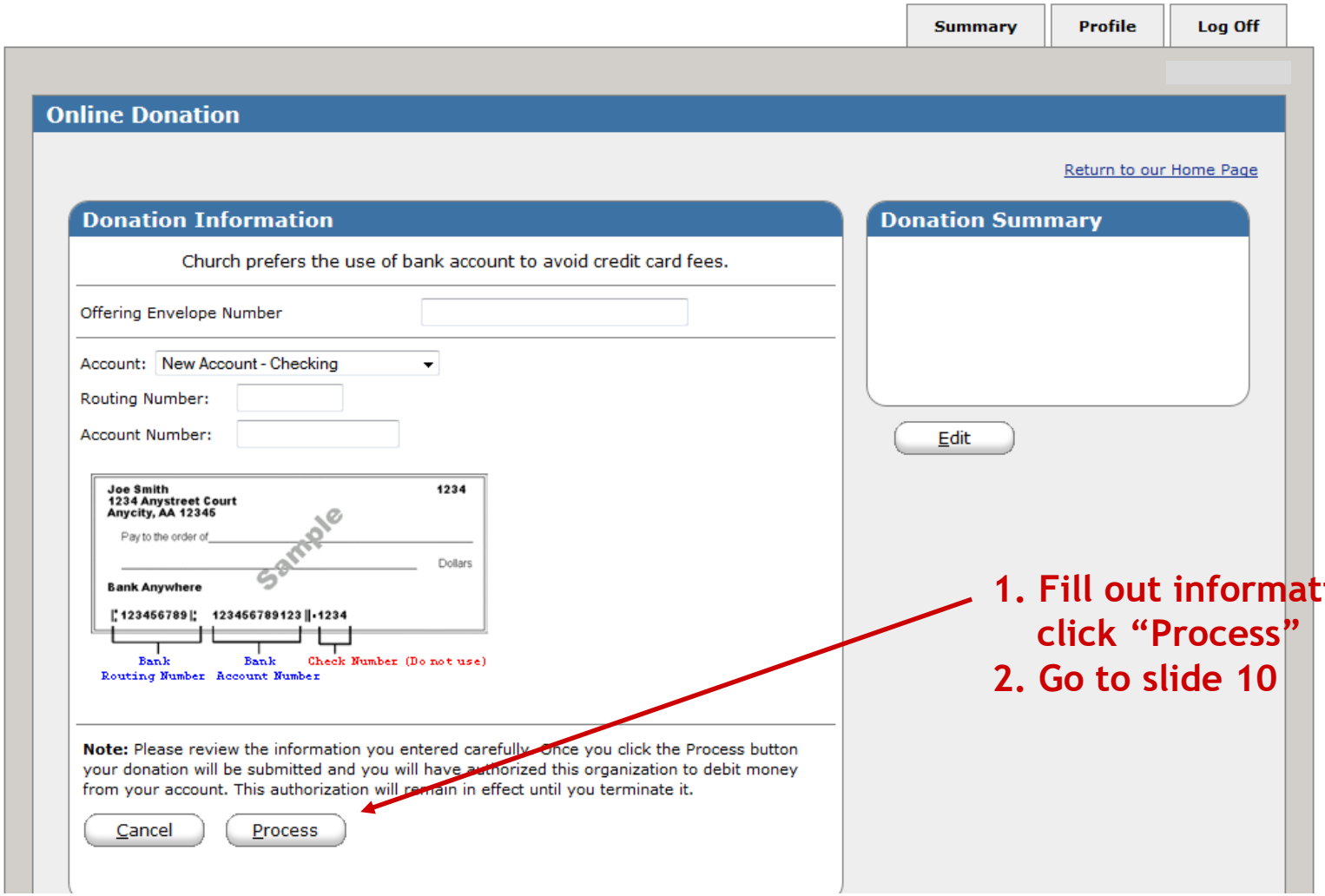
   For checking/saving instructions, go to next slide.

   For credit card instructions, go to slide 9.



Getting started

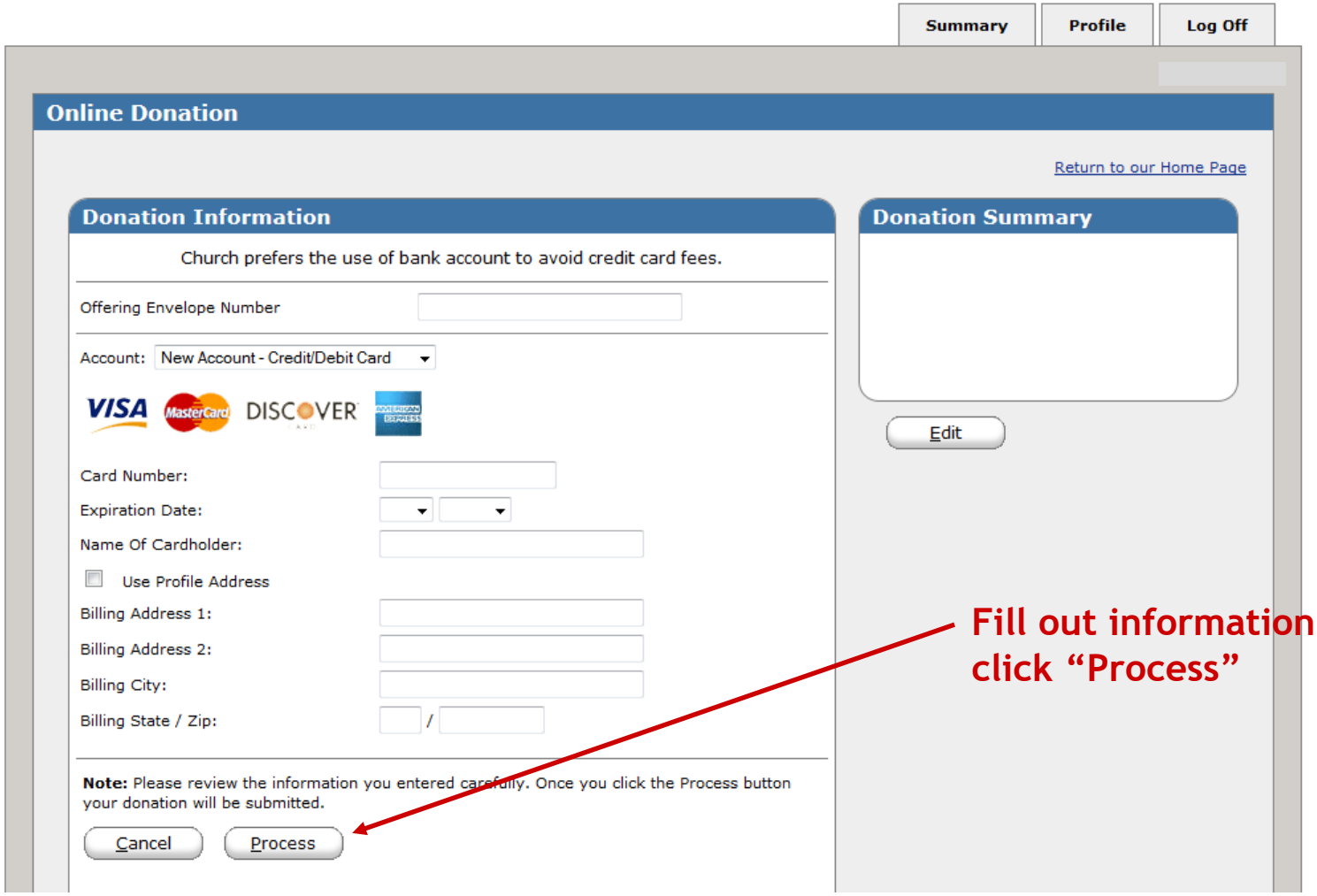
For Checking/Saving Account Withdrawal



1. Fill out information & click “Process”
2. Go to slide 10

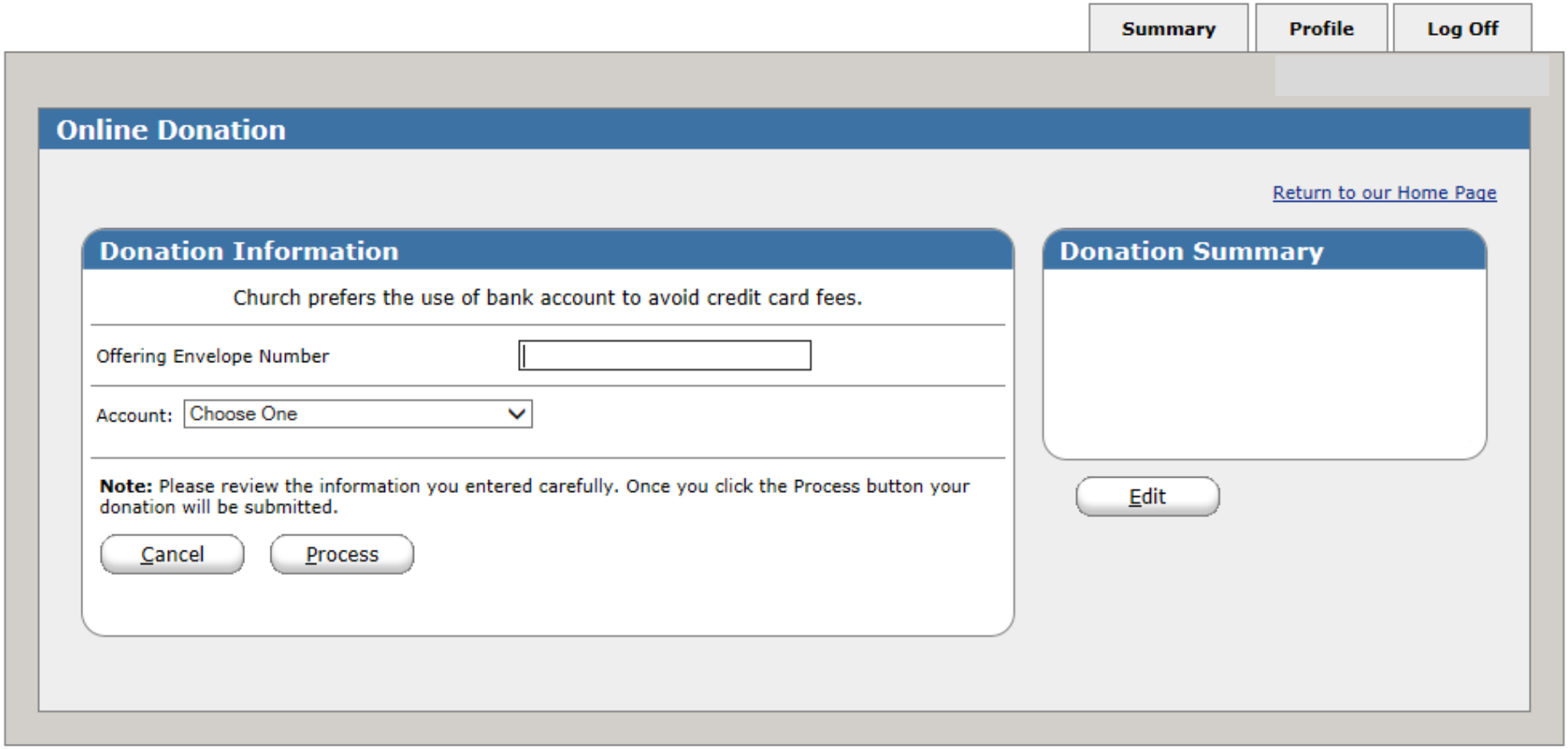
Getting started

For Credit Card Account Withdrawal Process



Getting started

You are finished, please click on ‘Log Off”

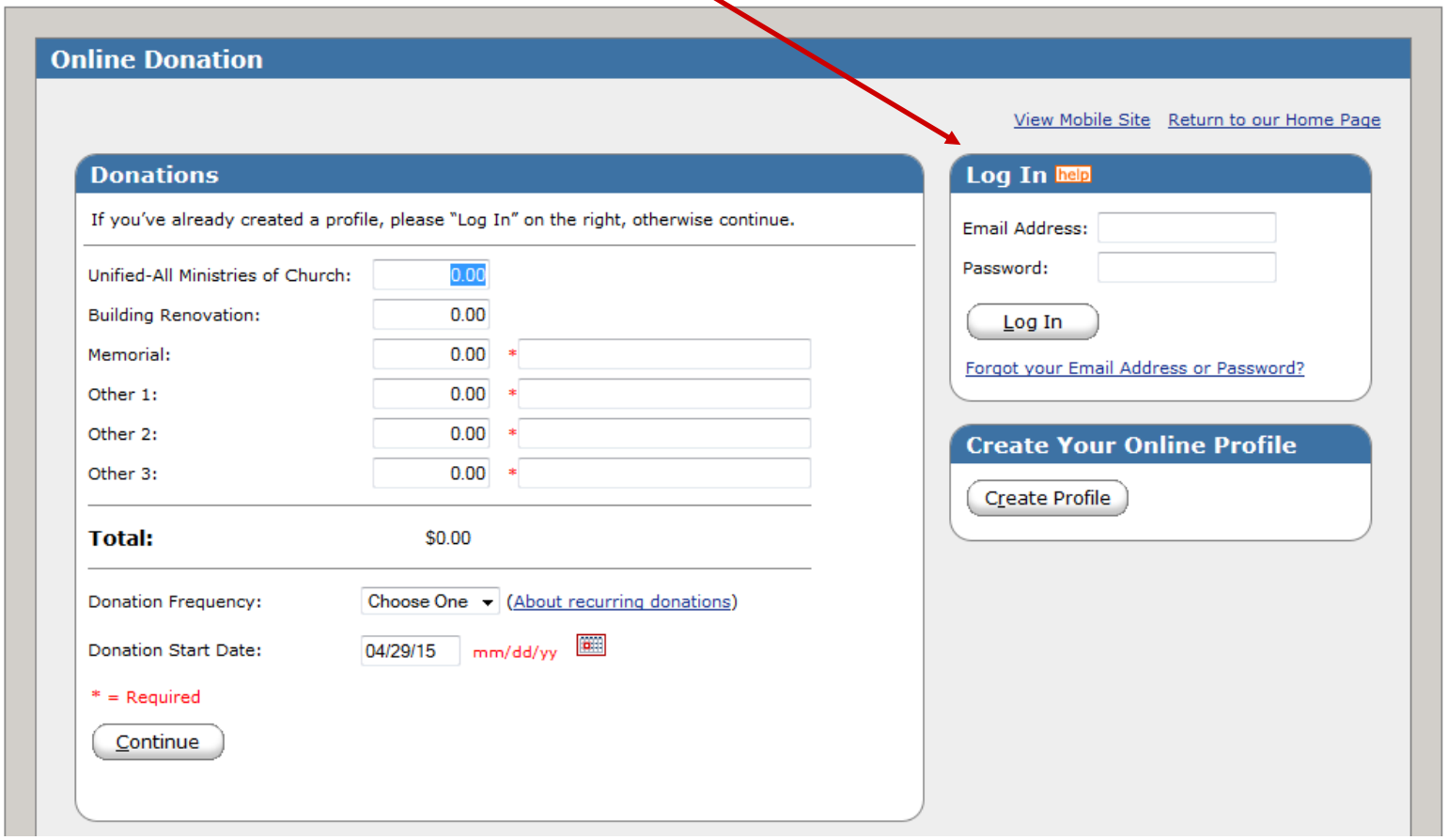


Please Note…

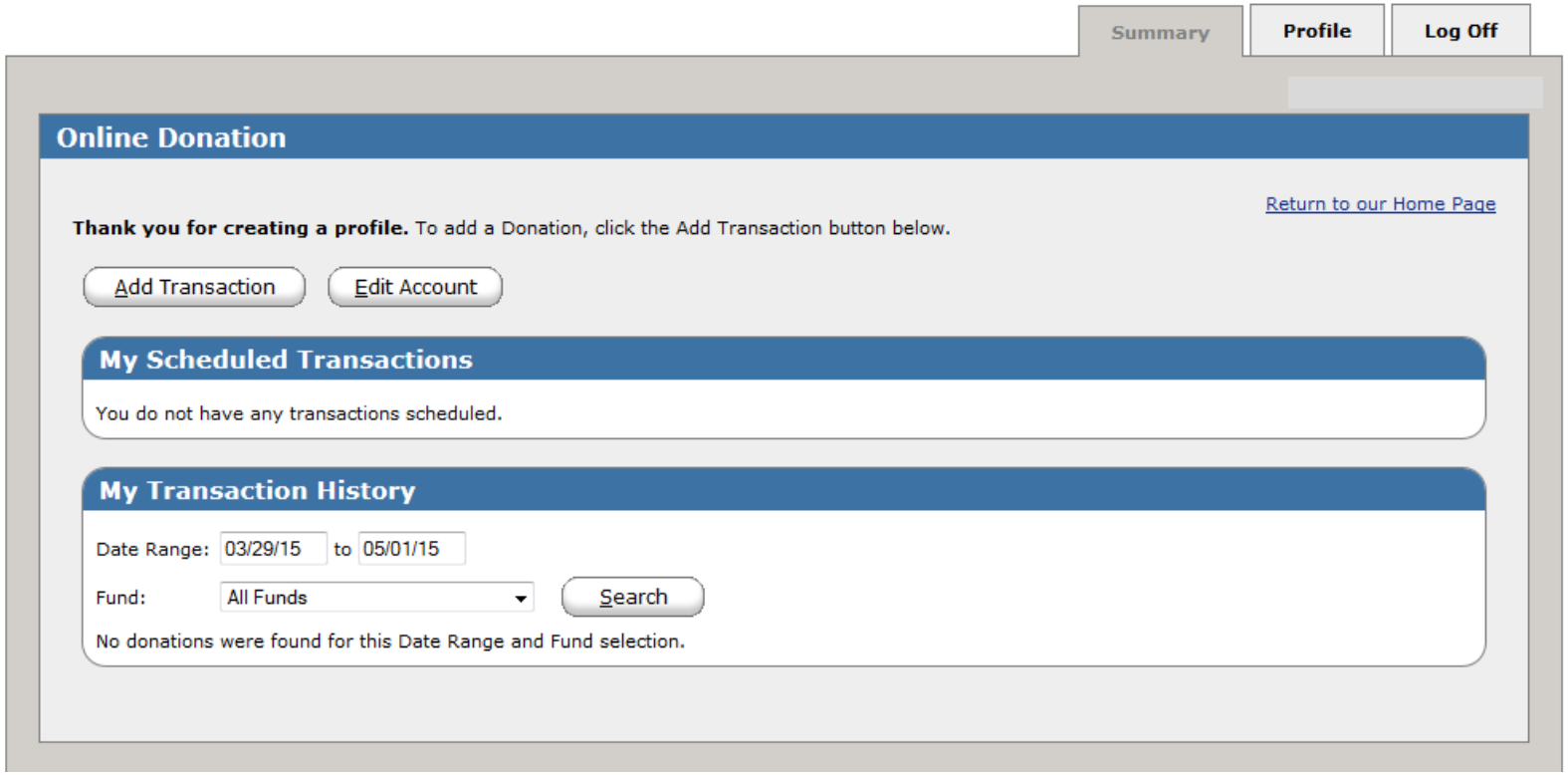
1. **You will receive an email confirmation**
   - Of your initial profile
   - Of your initial donation details
   - Of any changes to your profile or donation schedule
2. **You can make changes to your account at anytime! See next slide for instructions.**
3. **Questions, contact Gail Wagner, 838-6369 or gwagner@palmyracob.org**

Make changes or review history…

1. On the Homepage in the “Log In” box, fill in your email address and secure password.
2. Click on “Log In”.



Make changes or review history…

You can edit your profile, donations and check history.

Please remember to Log Off!