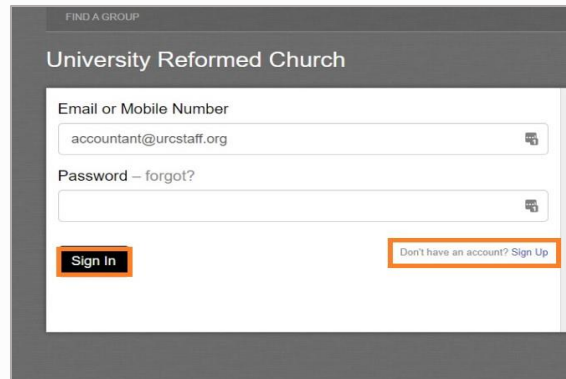


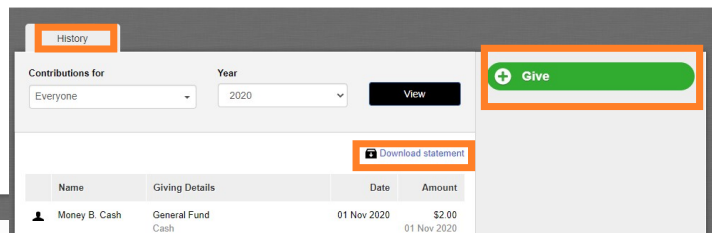
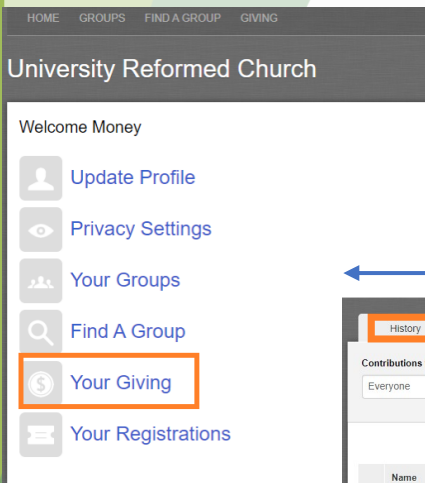
# Make a One-time or Recurring Donation

Setting up a one time or regular recurring donation is easy. Follow these simple steps to complete a consistent automated gift.

1. Navigate to our church website, select the **Members** then **Online Giving**. Scroll down & click **Online Giving**, **Login**. This will take you to the giving portal. The login screen will appear. Login or create an account.

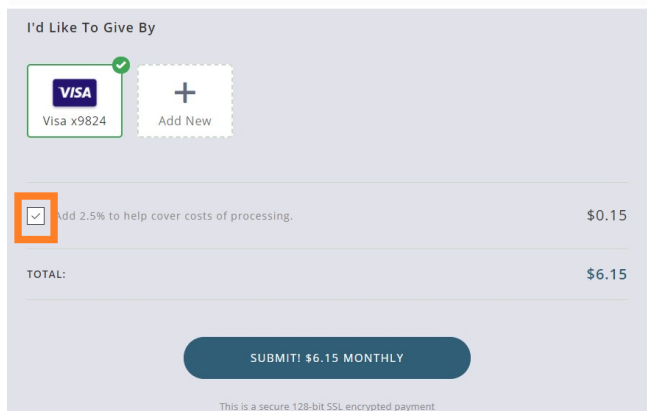
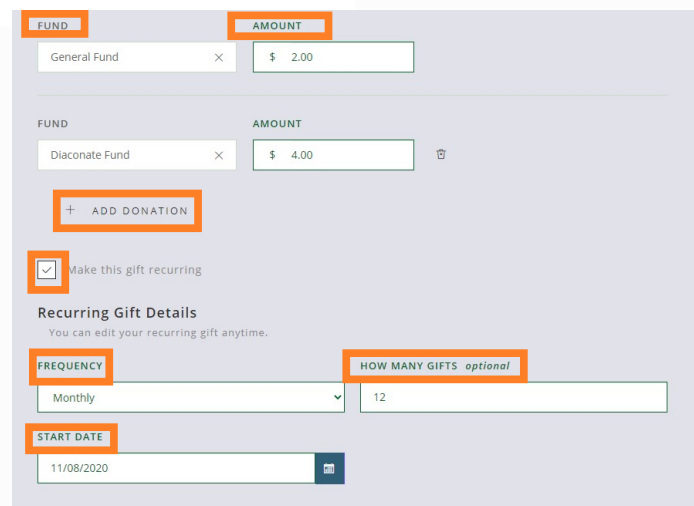


2. Select **Your Giving**. On the next screen you can see your giving history, download a giving statement or select the green **Give** to continue in setting up a donation.



Name	Giving Details	Date	Amount
Money B. Cash	General Fund Cash	01 Nov 2020	\$2.00 01 Nov 2020

3. On the Give Now screen, select your Designated **Fund**, possible **Subfund**, **Amount** (add another fund and amount if you'd like). If you want the donation to be recurring, click the box & enter Frequency, Start Date and # of gifts.



4. On the final screen, enter your credit card or bank account information, decide if you want to help cover costs of processing and click **SUBMIT**.

To review Recurring schedules from the Give Now screen, click **Recurring** and edit using pencil icon or delete with trash can icon. If you have any questions, contact [accountant@urcstaff.org](mailto:accountant@urcstaff.org).

You did it!