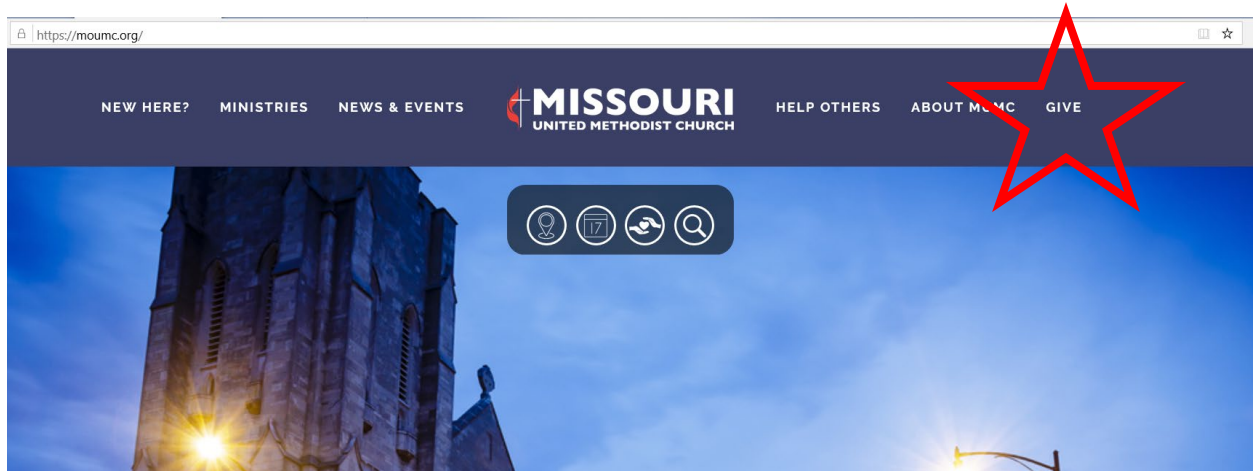


How to set up online giving

Go to the website – <https://moumc.org/>

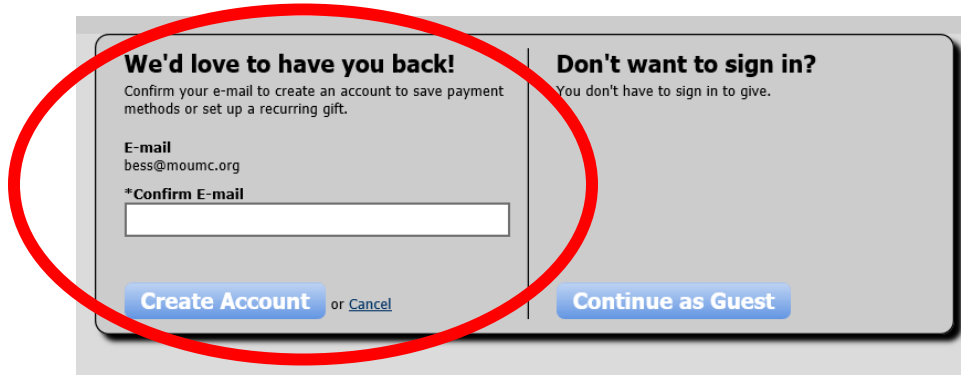
Select Give in the top right hand corner.



Fill in the information and enter email address and click Continue

A screenshot of the online giving form on the Missouri United Methodist Church website. The header shows the church logo and "Welcome to Missouri United Methodist Church". The form is titled "Giving Details" and contains the following fields: "Give" with a value of "\$0.00", "to" with a dropdown menu showing "2019 Operating Budget", and "optional memo" with a text input field. Below these is the "E-mail Address" field with the value "bess@moumc.org". A blue "Continue" button is highlighted with a red star. At the bottom, there are links for "ACS Technologies", "Privacy Policy", and "Terms of Use".

Enter email and Create Account.



The image shows a user registration form with two columns. The left column is titled "We'd love to have you back!" and contains the text "Confirm your e-mail to create an account to save payment methods or set up a recurring gift." Below this is the label "E-mail" with the value "bess@moumc.org". Underneath is the label "*Confirm E-mail" followed by an empty text input field. At the bottom of this column is a blue button labeled "Create Account" with the text "or Cancel" next to it. The right column is titled "Don't want to sign in?" and contains the text "You don't have to sign in to give." At the bottom of this column is a blue button labeled "Continue as Guest". A red circle is drawn around the left column, highlighting the email confirmation section.

This is instruction for One Time Gift

Fill in the amount you want to give –

Select the budget you want to give to – “2020 Operation Budget”

Select the frequency – One time gift

Select the date - you wan to give on

Fill in Credit Card or Checking/Saving account information

Click Give

Giving Details

Give to [+ add more](#)



E-mail Address

Frequency On

Payment Details

Save for future use

Account Type

Account Number    

Expiration Date /

Name on card

Billing Address Line 1

Billing Address Line 2

Billing City

Billing State

Billing Postal Code

If you would like to set up recurring gifts - see instructions below.

To enter a recurring gift

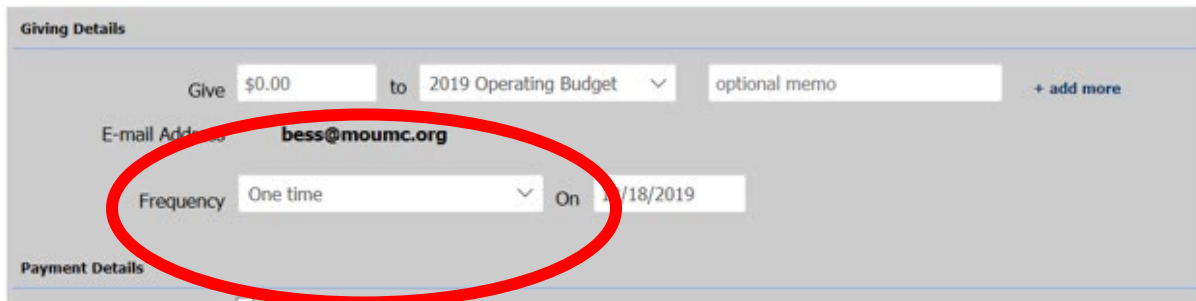
Giving Details


Give \$0.00 to 2019 Operating Budget optional memo + add more

E-mail Address **bess@moumc.org**

Frequency One time On 1/18/2019

Payment Details



1. Enter how much you want to give. For example, **\$50.00**.
2. Select fund – “2020 Operating Budget”
3. Select the **Frequency** option.
4. Select the recurrence pattern you want to use, the day of the week you want to give on, and the dates you want to start and stop the gift. To select dates from a calendar, click .
- **Weekly** – Select this option to give the gift every week on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
- **Monthly** – Select this option to give the gift every month on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
- **Every 2 Weeks** – Select this option to give the gift every two weeks on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
- **Twice a Month** – Select this option to give the gift twice a month on two dates you specify. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments. The default 1st Payment and 2nd Payment dates are the 1st and the 16th. The gift is transacted on the first available date; if you enter the 5th and the 25th for the dates but it is the 10th, then the gift will not be transacted until the 25th.
- **Every 3 Months** – Select this option to give the gift every three months on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
5. Click **Continue**.
6. Enter the amount to give to each fund. You must allocate your total contribution to the funds on the page.
 - You can apply the entirety of the gift to one fund or divide the gift up among several funds.
 - Your total gift amount displays below the funds as **\$<amount> of \$<amount> Remaining**.
 - You can enter an **Optional Description** for each fund you give to.
7. Click **Continue**.

8. Select your payment method.
 - If you have never entered a payment method, fill out the necessary information (Field names displayed in red are required). To save the payment method for future use, select **Save for future use**.
 - If you have saved payment methods, click the **Select a saved account** drop-down list and select which method to use.
9. Click **Continue**.
10. Make sure the payment information and amount, funds you want to give to, and gift descriptions are correct, then click **Process Gift**. If you are scheduling a gift to be processed at a future date, click **Schedule Gift**.
11. The **Receipt** page displays. To print the receipt information, click **Print** on the right side of the page.

Useful Information

If you set up recurring giving to stop on a day that falls within the scheduled frequency, the donation is still transacted.

For example, if a recurring gift is set to end on the 30th of the month, the gift is made on the 30th even though it is the final day of the scheduled frequency.