

# Online Giving Guides

## How to set up your 2023 Pledge on Website

- Log in to the on-line giving site via your user name and password.
- Click on “Give Now”
- Choose Pledge 2023 from “My Donation Menu”
- Enter the amount you wish to pledge monthly
- Click on “Make this Gift Reoccurring”
- Enter a start date and number of payments, please note the maximum should be 12.
- Choose method of payment from “I’d Like to Give By” – see instructions below for set up.
- Review the set up and submit.
- The on-line payment will occur automatically for all of 2023.
- If you entered your email, you will receive an email confirmation.

## Automatic Recurring Donations – Debit/Credit Cards:

### **Set up your donor profile by registering for an account**

1. Enter your email address and password.
  2. Password must be at least 8 characters and must contain a combination of letters and numbers.
- If you already have a donor profile, choose your preference of signing in via text or email message
  - Locate the “My Donation” function on the left hand navigation
  - Click on the Credit Card Icon
  - Select which fund you would like to donate to from the drop down list
  - Enter your donation amount
  - Select the frequency, number of installment and start date
  - Add your card information and billing details
  - Click “Submit” to start your recurring donation schedule
  - You will receive email confirmation each month as the donation is processed
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## Automatic Recurring Donations – Bank Account:

- Locate “My Donation” on the left hand navigation
- Click on the Use Check icon
- Select which fund you would like to donate to from the drop-down list
- Enter your donation amount
- Enter the routing number and account number in the designated boxes
- Select the frequency, number of installment and start date
- Add your Bank Name and State and chose the Account Type (checking or savings)
- Click “Submit” to start your recurring donation schedule
- You will receive an email confirmation each month for the duration of the donation