
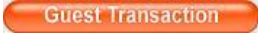





## **Instructions for first-time users.**

Go to our website (<http://www.umcgf.org>) and click on the E-Giving button on the home page (also found by clicking “E-Giving” on the “Give” drop down menu) to be taken to the E-Giving Login page.

### Page 1 – E-Giving Login Page

- a If you plan to use E-Giving regularly you should start by registering and creating your own E-Giving account. Registering will allow you to access saved information, view reports of your activity and schedule future or recurring transactions, if desired. Click on the  button to complete this process.
- b If you are making a one-time contribution and do not plan to use E-Giving regularly, you do not need to set up your own account. Click on the  button to make a one-time contribution. Please note that Guest Transactions cannot be scheduled for a future date.

### Page 2 – Member Sign-Up

- a If you chose to create your own E-Giving account, complete the member profile form and create your username and password. Passwords are case sensitive. Please make a record of your username and password.
- b After completing all information, click on the  button.

### Page 3 – Sign up Complete

There are 4 options on this page:


- a Click DONATE NOW! to proceed to the “Make a Transaction” page
- b Click View your profile to view or make changes to the information that you entered
- c Click Go to the Main Menu to view all E-Giving features
- d Click Authorize Checking / Savings Transactions to view the ACH authorization agreement, which **must be completed to allow for checking or savings account transactions**. This agreement can also be accessed from the main menu. You do not need to complete this agreement if you plan to contribute using your debit or credit card.

See next page for instructions on how to complete your contribution.

## **Instructions once you have established a username and password.**

Click the E-Giving link on our website to be taken to the E-Giving Login page

### Page 1 – E-Giving Login Page


- a Enter your username and password that you created previously.
- b Click the  button.

### Page 2 – Main Menu


Click Make a Transaction to make a contribution

(To make a transaction from your checking/savings account you must have accepted the ACH authorization agreement. If you have not yet done so there will be red letters at the top of your Main Menu).




### Page 3 – Make a Transaction

- a Choose the appropriate option from the list of giving opportunities and enter your transaction amount.
- b Click .



### Page 4 – Make a Transaction (Transaction Type)

- a Click the radio button below to choose your donation frequency. The available options are:
  - 1 Process the above fund(s) now.
  - 2 Schedule the above fund(s) to be processed once on a future date.
  - 3 Schedule the above fund(s) to be processed on a recurring schedule (for the purpose of this example this is the option we will select).
- b Click .


### Page 5 – Make a Transaction (Schedule Options)

- a If you chose to schedule your transaction for a future date, enter the date and click  to proceed to the Payment Information page.
- b If you chose to contribute on a recurring schedule, choose your giving frequency (weekly, bi-weekly, semi-monthly, monthly or quarterly) and click . Then choose your start date and end date and click  again to proceed to the Payment Information page.

### Page 6 – Make a Transaction (Payment Information)

- a Click the down arrow on the  button and choose your payment type.
- b Enter the payment information for your choice of payment method and click .

### Page 7 – Make a Transaction (Transaction Summary)

Verify all information on this screen to make sure it is correct and then click  to submit your contribution.

### Page 8 – CONGRATULATIONS AND THANK YOU! Your contribution is complete.

For ACH transactions it takes 4 business days for transactions to clear and transfer; funds will be received on the 5th day. For Credit/Debit card transactions it takes 2 business days for the amounts to clear and transfer; funds will be received on the 3rd day.