



# Central Baptist Church

16 Elm Street Westerly, RI 02891

## Online Giving Guide

### Getting Started at:

<http://www.cbwesterly.org/donations.html>, then click on Make a Donation

- Would you like to give without setting up a donor account? Click “**Quick Give**” to give with your credit/debit card
- First time donor? Click “**First Time**” and then setup your Donor Profile
- Already registered? Simply enter your Email and Password
- Forgot your Password? Click “**Forgot Password**” link to reset it

### Setting up your Donor Profile:

- Enter your email address and password
- Password must be at least 8 characters, with combination of letters and numbers
- Remember your login credentials to access your Donor Profile
- Donor Profile is required for eCheck giving
- ***Your data is protected on the site by the same security used by banks.***

### Quick Give or One-Time Giving – using Debit/Credit Cards:

- One-Time Giving only - Login by entering your email and password
- Select which Fund to donate to from the drop-down list
- Enter your Donation Amount
- If you have offering envelopes, please enter your Envelope Number in the Other Comments box
- For an additional gift, click “ **+ Add Another Fund**” and amount, if desired
- If Special Gifts Fund chosen, please enter instructions in Other Comments box
- Add your card information and billing details
- *Optional* (One-Time Giving only) – click Save this Card to use in future donations
- *Optional* – check the “**Add 3%**” box to help cover the bank fees
- Click “**Submit**” to process your donation




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### Giving using eChecks:

- Login to your Donor Profile by entering your email and password
- Click on the  icon in the top right corner or Select **ACH / eCheck** from the Card Type drop-down list
- Enter your Donation Amount in the check image box
- Select Fund from drop-down in Memo line box
- Add your bank account information in the check image boxes
- *Optional* (One-Time Giving only) – click Save this Account to use in future donations
- Select Type of Account (Checking or Savings)
- Enter name of your bank
- If you have offering envelopes, please enter your Envelope Number in the Other Comments box
- *Optional* – check the “**Add 3%**” box to help cover the bank fees
- Click “**Authorize**” to process your donation

### General Information about Recurring Donations:

- Schedules can be deleted at any time
- To make changes, delete the Schedule and re-enter it with correct data
- You will receive an email each time your Schedule triggers a donation
- Also, you can view/print your giving History on the “**My Account**” page.

### Automatic Recurring Donations - using Debit/Credit Cards:

- Login by entering your email and password
- Select “**Scheduled Giving**” on the left hand navigation bar
- Select the Fund to donate to from the drop-down list (Note: only one Fund per Schedule)
- Enter your Donation Amount
- If you have offering envelopes, please enter your Envelope Number in the Other Comments box
- Select Frequency , number of installments and Start Date
- Add your card information and billing details
- *Optional* – check the “**Add 3%**” box to help cover the bank fees



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- Click “**Activate Schedule**” to process your recurring donation
- Create additional Schedules for other Funds

### Automatic Recurring Donations - using eCheck:

- Login by entering your email and password
- Select “**Scheduled Giving**” on the left hand navigation bar
- Enter your Donation Amount in the check image box
- Select Fund from drop-down in Memo line box
- Add your bank account information in the check image boxes
- If you have offering envelopes, please enter your Envelope Number in the Other Comments box
- Select Frequency , number of installments and Start Date
- Add your bank name and state
- Select Type of Account (Checking or Savings)
- *Optional* – check the “**Add 3%**” box to help cover the bank fees
- Click “**Authorize**” to process your recurring donation
- Create additional Schedules for other Funds