

Online Giving Tip Sheet

Login and Setup of Account

- **Login Via App or Website**

- **Register for Account**

- Q: What information is collected from donors?
 - A: Donor's first and last name, billing zip/postal code, email along with their payment method.
- Q: Can donors change their own information?
 - A: Yes - if a donor created an account, they can login and manage their information and set up one-time or recurring gifts. If a donor logs in on your giving form, it will automatically retrieve their stored payment information so they won't need to manually enter it. Melody can manage the donors who have created an account by reset their passwords, view their transactions, etc.

Confirmation of Account Creation – Email

Account Created - Please Confirm Email Address Inbox x

 Wakefield Central Baptist Church <outgoing@mail.sharefaithgiving.com>
to me ▾

Greetings,

Thank you for creating an account with Wakefield Central Baptist Church.

In order to complete the sign-up process please [click here to verify your email address](#).

If you believe this email was received in error, you may safely ignore it. If you have any questions, please feel free to contact us.

Wakefield Central Baptist Church
308 Proctor St
Zebulon, NC 27597
919-269-9512

*****You will need to verify email address to confirm identity*** (click link within email)**

Confirmation of Account - Email Part 2

Account Activation

An account has been created with your email address. Enter your password to confirm this.

Account Email **treyhewitt0121@gmail.com**
Confirm Password

Submit

Payment Details Required

Wakefield Central Baptist Church

Payment Details

* Designates required field

Payment Type

Credit/Debit Card E-Check

Card Number*

Expiration Date*

Month Year

Security Code*

CVV/CCV

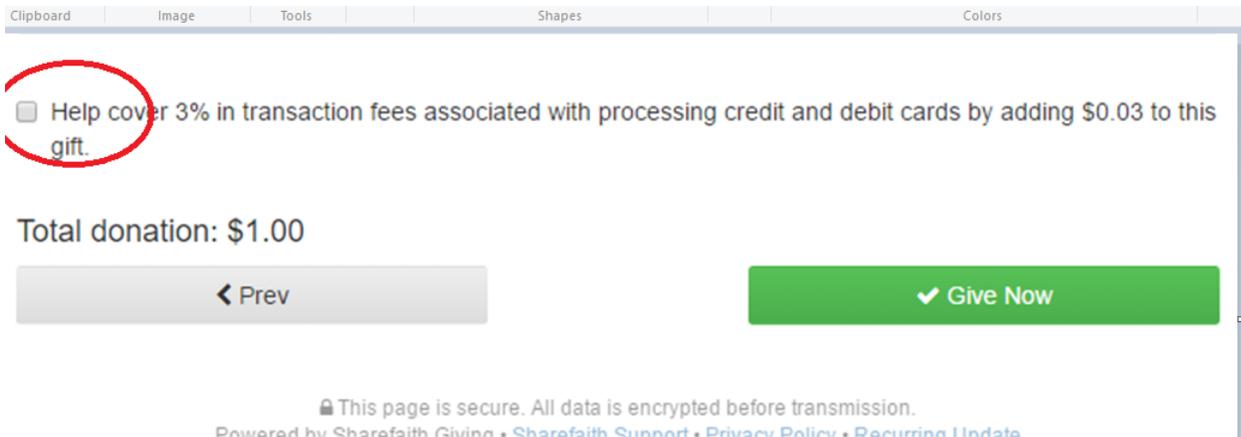
Total donation: \$1.00

[< Prev](#)

[✔ Give Now](#)

 This page is secure. All data is encrypted before transmission.
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To ensure your full donation amount will be credited to your account, you will need to check the box as shown below. This fee will differ between credit card and ACH (checking account). The transaction fee for credit cards is 3% and for ACH – eCheck will be 1%. If this box is not checked your donation amount will not account for the transaction amount and ultimately the church will not receive the full amount. For example if you donate \$100 for tithe, and do not choose to cover the 3% then the church will only receive \$97.00. This amount will also show on your yearly statement at the end of the year, not the \$100.



RECEIPTS: immediately after their gift processes, you will get a receipt on screen and an email, you will receive a copy in your inbox as well. If someone has a recurring gift, you will receive an email confirmation a week before it processes as well as a receipt after it processes.

RECURRING GIFTS: There are a few different ways a recurring gift can be managed. (1) The donor will receive an email whenever their gift is processed. In that email there is a link that allows them to manage their recurring gift. This is also true of the reminder email they receive a week beforehand. (2) On every donation form, there is a link that says "Update recurring gift." When a donor clicks on this link, they are able to request an email giving them access to their recurring transactions. (3) If a donor created an account and setup their recurring gift within it, then they are able to edit all of their recurring gifts by logging into their account. They have the ability to change dates, payment method, amounts and designations after logging in.

Donation Complete

 treyhewitt0121@gmail.com • [Your account](#) • [Log out](#)

Trey Hewitt,

Thank you for your continuous support of the ministries of our church.

No good or services were provided in exchange for contributions, other than intangible religious belief.

Donor Contact

Trey Hewitt
2465 Village Of Wake Field Drive
Zebulon, NC 27597
(336) 504-1020
trejhewitt0121@gmail.com

Payment

Credit/Debit (MC ending x5025)
December 22, 2016 at 8:23pm EST
Reference ID 907424585269
Auth Code 82660P

Designation

Tithes and Offerings	\$1.00
Total	\$1.00

[View your account and transaction history](#) or [log out of your account](#).

May God Bless You.

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