

## Steps to setting up online giving

1. To access the portal, click the GIVE button in the left column on the home page at [www.stdave.org](http://www.stdave.org).
2. Create or log in to your account. Creating an account only takes a minute and will be used for all transactions going forward.
3. Once you create an account, the Give screen appears, asking for the amount you want to give. For recurring gifts, enter the amount of the recurring payment, not your total pledge.
  - a. If it's a one-time gift, specify the date you want to make the payment.
  - b. If it's recurring, you select how often the payment is made and when.

Home Giving

Give Now Manage Scheduled Giving

Gift Funds Payment Method Review & Process Receipt

1 2 3 4

How much would you like to give? ex: 50.00

How often would you like to give?  One Time  Recurring

Which recurrence pattern do you prefer?  Weekly [How Recurring Giving Works](#)  Monthly  Every 2 Weeks  Every 3 Months  Twice a Month

On which day of the month do you want to give?  ⓘ

When would you like to start giving?  ⓘ

When would you like to stop giving?  End after:  occurrences  End by:

Continue >>

4. The next screen allows you to designate where the payment should be applied. Again, enter the AMOUNT of the RECURRING PAYMENT. The “optional description” field can be used to note if the payment is for a 2012 pledge or 2013, or the name for whom a gift is being made in memory or to convey any other info the business office needs to know.

Home Giving

Give Now Manage Scheduled Giving

Gift Funds Payment Method Review & Process Receipt

1 2 3 4

Annual Pledge	<input type="text" value="50.00"/>	<input type="text" value="2013 pledge payment"/>
Plate Offerings	<input type="text" value="\$0.00"/>	
Altar Guild Flower	<input type="text" value="\$0.00"/>	
Memorial/Gifts in Honor	<input type="text" value="\$0.00"/>	
Bridge Builders	<input type="text" value="\$0.00"/>	
Columbarium	<input type="text" value="\$0.00"/>	

**\$0.00 of \$50.00 Remaining**

<< Back Continue >>

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5. Next enter your credit card or debit card information. Do not use dashes between the card number

Please enter your payment information below - it will be saved for later use.

You will not be immediately charged, but please make sure your information is correct to avoid problems with future billing.

Name On Card:	Joe Jones
Billing Address:	4406 Oak Ave.
City:	Austin
State:	TX
Postal Code:	78666
Phone Number:	512-222-3333
E-mail Address:	jones@gmail.org
Payment Type:	<input type="radio"/> VISA <input type="radio"/> MasterCard <input type="radio"/> American Express <input type="radio"/> DISCOVER

The next screen is a summary of your payment.

- a. Note that if the gift is recurring, the number in parentheses next to Frequency is the day of the month the payment will be applied.

Home Giving

Give Now Manage Scheduled Giving

Gift Funds Payment Method **Review & Process** Receipt

To complete your transaction, verify the information below, then click: *Schedule Gift*

**Account Description:** Visa  
**Payment Type:** Visa  
**Account Number:** \*\*\*\*\*9333  
**Payment Amount:** \$50.00  
**Frequency:** Monthly (25)  
**First Payment:** 1/25/2013  
**Last Payment:** 12/25/2013

**Review**

Fund	Gift Amount	Gift Description
Annual Pledge	\$50.00	2013 pledge payment
<b>Total \$50.00</b>		

<< Back Schedule Gift >>

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6. If you need to return to a previous screen, click on one of the 5 steps at the top of the screen.

7. Once you make or schedule your gift, you will receive an email confirming payment.

The screenshot shows the 'Manage Scheduled Giving' interface. At the top, there are navigation tabs for 'Home' and 'Giving'. Below that, there are two sub-tabs: 'Give Now' and 'Manage Scheduled Giving'. A progress bar at the top indicates the steps: 'Gift' (checked), 'Funds' (checked), 'Payment Method' (checked), 'Review & Process' (checked), and 'Receipt' (active). A 'Print' button is located in the top right corner.

Thank you for your setting up a recurring contribution to St David's

The church's ministries depend on your support and we are extremely grateful. If you have a question about your pledge, please contact Lara Lowman in the Stewardship office, [stewardship@stdave.org](mailto:stewardship@stdave.org). If you have a questions about payments, please contact Nancy Parish in the Business office, [nancy.p@stdave.org](mailto:nancy.p@stdave.org). Both can also be reached at 512-610-3500.

*Thank you!*

**Payment Amount:** \$50.00  
**Account Description:** Visa  
**Payment Type:** Visa  
**Account Number:** \*\*\*\*\*9333  
**Frequency:** Monthly (25)  
**First Payment:** 1/25/2013  
**Last Payment:** 12/25/2013

**Details**

Fund	Gift Amount	Gift Description
Annual Pledge	\$50.00	2013 pledge payment
<b>Total \$50.00</b>		

8. After that, you can log in any time via the GIVE button and make changes to your payment schedule under the Manage Scheduled Giving tab. You can also update credit cards, make additional gifts or cancel payments.

The screenshot shows the 'Manage Payment Methods' interface. At the top, there are navigation tabs for 'Account Settings' and 'Manage Payment Methods'. An 'Add Payment Method' button is located in the top right corner.

**Description:** Visa [edit](#) [Edit](#)

**Account Info:** Visa\*\*\*\*9333 Expires 4/30/2015 [Delete](#)

**Billing Info:** Lara Lowman  
4406 Caswell Ave.  
512-297-2227  
lara.l@stdave.org

[Manage Recurring Gifts](#)  
You have 1 scheduled gift for this Payment Method.

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Give Now

Manage Scheduled Giving

Next Scheduled: \$50.00 on 1/25/2013 (6 weeks)

[Manage Payment Methods](#)

Giving Schedules - Active

[Give Now](#)

Fund Name	Most Recent Gift	Next Gift	Last Gift	Frequency	Gifts Made	Amount	Payment Method	Actions
Annual Pledge		1/25/2013	12/25/2013	Monthly	0 of 12	\$50.00	Visa, ending in 9333	 

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Give Now

Manage Scheduled Giving

Next Scheduled: N/A

[Manage Payment Methods](#)

Giving Schedules - Active

[Give Now](#)

You currently have no active giving schedules.

Giving Schedules - On Hold

Fund Name	Frequency	Gifts Made	Amount	Payment Method	Actions
Annual Pledge	Monthly	0	\$50.00	Visa, ending in 9333	 

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Account Settings

Manage Payment Methods

E-mail

[Change](#)

Set your e-mail contact information

lara.l@stdave.org

Password

[Change](#)

What you use to login

\*\*\*\*\*

Social Networking

[Add Facebook Account](#) [Add Twitter Account](#)