

## **How to Give Online to Gateway Community Church**

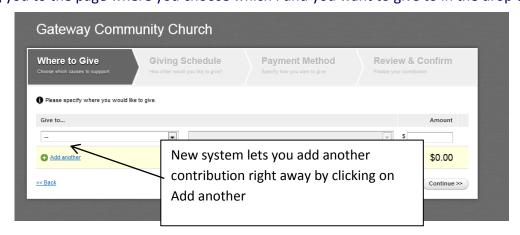
- Use this link to **Give Now**: <a href="https://gatewaycc.infellowship.com/onlinegiving/givenow/step1">https://gatewaycc.infellowship.com/onlinegiving/givenow/step1</a>
  - You will see the '<u>Give Now</u>' button next to your historical gifts; this will allow you to give once to one or more ministries
- Use this link to set a **Schedule** for your giving: <a href="https://gatewaycc.infellowship.com/onlinegiving/scheduledgiving/step1">https://gatewaycc.infellowship.com/onlinegiving/scheduledgiving/step1</a>
  - o you will be able to set up recurring gifts to one or more ministries
- You will use your same user name/Password as with our previous online giving system or if you ever registered for an event (your email address).
- You will be walked through a simple process that allows you to set up gifts for one or more ministries in a single transaction; saving us a transaction fee
- Contribution statements will be generated as a PDF document

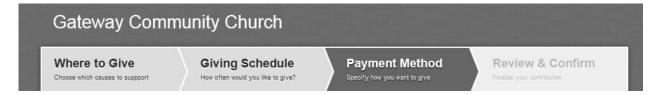
New Log in page will look like this:



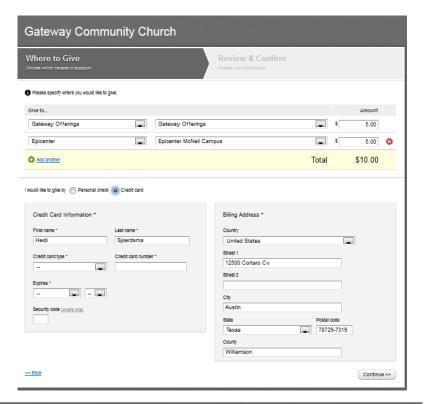


It will bring you to the page where you choose which Fund you want to give to in the drop down box





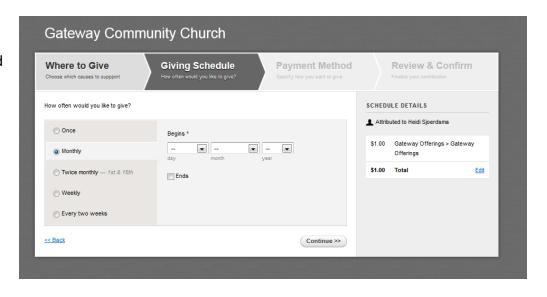
For **Give Now** you skip the schedule choice and move directly to how – check or credit/debit card





For **Scheduled** giving you choose how often you would like to give or when you would like to give. You can choose to give

- Once
- Monthly
- Twice monthly (1st and 16th)
- Weekly
- Every two weeks

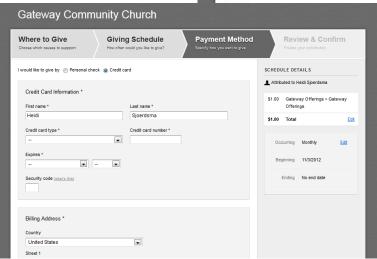


Gateway Community Church Where to Give **Giving Schedule** Payment Method Review & Confirm I would like to give by 

Personal check 

Credit card SCHEDULE DETAILS ▲ Attributed to Heidi Sjoerdsma \$1.00 Gateway Offerings > Gateway Offerings \$1.00 Total Edit \*:000000001::0000000 25465\* checking accounts. Please don't use a business account. Routing # Occurring Monthly Edit Continue >> Beginning 11/3/2012 Ending No end date Payment Method Review & Confirm

You can still give via echeck:

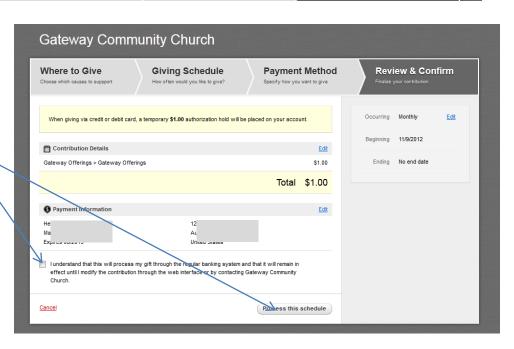


OR you can give by Credit/Debit Card

It should populate the address we have in our database (change as need to reflect the address where your credit card statement is mailed to)

## Gateway Community Church Where to Give Choose which causes to suppport Giving Schedule How often would you like to give? Payment Method Specify how you want to give Review & Confirm Finalize your contribution

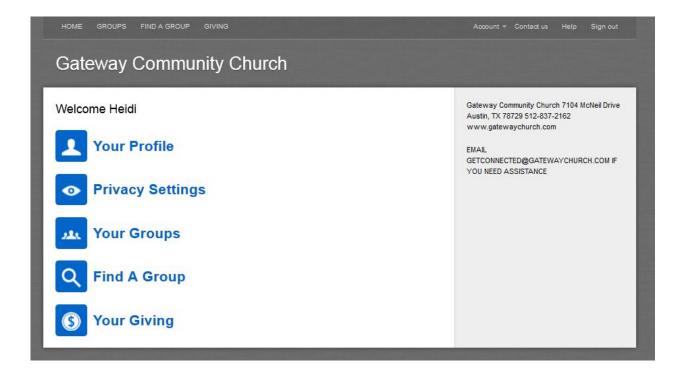
You will then be brought to a review page. If it all looks good Click on the box that you understand and click on "Process this payment"



You will then be brought to the home giving page where you can see your giving history, giving schedules – which you can edit or click on the green schedule giving button to schedule more giving.



You will receive an email confirmation letting you know when the transaction has been processed. You will either receive a confirmation of acceptance or failure of the transaction.



We already use the new system to find a group or see your groups. You can also from this new online giving system edit your profile information, schedule more giving, and see your giving history. You can always click on the Help button if you need more detailed info or use this link: <a href="https://help.fellowshipone.com/infellowship/default.htm">https://help.fellowshipone.com/infellowship/default.htm</a>

If would like to download a giving statement, all you have to do is click on "Your Giving" and click on "Download Statement".

