

## Instructions for making an Online Donation to Center Faith Church

### NEW USER:

Go to: <http://www.centerfaith.com/> and Select Online Giving

Click on Make a Donation Online

Select which fund you would like to give to:

Tithe, Building Fund, or Missions

Select whether you are making one –time or recurring donation.

One-Time only occurs One-Time

Recurring occurs on the schedule you choose.

You do not need to do anything when the donation is scheduled to occur. For recurring donation you will receive an email reminder a few days before the transaction will occur.

Choose an amount. If you choose other you can enter any amount,

Choose Recurring Schedule:

Weekly, Every Two Weeks, or Monthly

Choose the day of the week you want the Donation to occur

Set an end date for the donation

YOU CAN SET UP MULTIPLE RECURRING DONATIONS with different amounts. Ex: Weekly Tithe and a Monthly Building Fund and a Monthly Missions Fund Donation.

Enter your Contact Information

Select how you would like to make your donation

Credit Card

Bank Account Transfer (This costs the church less money)

Enter your Bank account information

If you are unsure of the correct numbers for your account number and routing number

they can be found on the bottom of your check. Click the ? on the form or if you are still unsure, please contact your bank so they can help you get the numbers correct.

Create an Account

Yes or No

Creating an account gives you access to view past transactions and saves your payment info for next time! You will also be able to manage your account information and view your past transactions.

If you create an account be sure you write your password down and keep it in a safe place.

\*\*\* You will receive an email to verify your account.

THANK YOU for making a donation to Center Faith Church!

### EXISTING USER (if you previously created and account)

Go to: <http://www.centerfaith.com/> and Select Online Giving

Click on Make a Donation Online

Click Sign In at the top right corner and follow the instruction

IF YOU PREVIOUSLY SET UP A RECURRING DONATION... You do not need to do anything.

Select Manage Your Account at the top right of the screen to Edit your Information, View your Transaction History or view your Recurring Transactions

To Sign Out Click on Manage Your Account and then Sign Out at the bottom of the screen.