

Erlanger Baptist Church Steps for Setting up On-Line Giving

You will get the following screen:

AccessACS
Welcome to Erlanger Baptist Church Sign In

Sign In

E-mail Address or User Name:

Password:

Remember my Username **Sign In**

Forgot your [password](#) or [user name](#) ?

Need a login? [Click here](#)

ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)

Click on the link

You will get the following page. Enter your email address and first and last name.

AccessACS
Welcome to Erlanger Baptist Church Sign In

Account Sign Up

Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly.

E-mail Address

First Name Last Name Suffix

Find Me

Already have a login? [Click here](#)

ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)

If the information you enter is not already in the system, you will get the following message:

E-mail Site Administrator(s).' There is a 'Close' button at the bottom."/>

We are unable to locate a record matching the information you provided. Please verify that the information you entered is correct and re-submit.

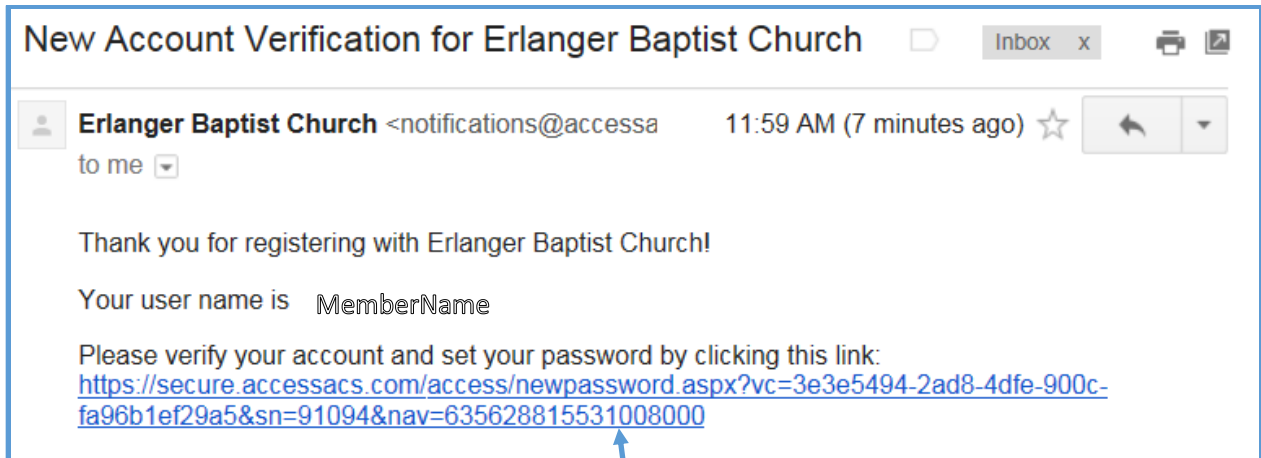
If you cannot register, contact us at 859-727-2588 or [E-mail Site Administrator\(s\)](#).

Close

If you get this message, then you need to get in touch with EBC to get the correct email address and name.

Erlanger Baptist Church Steps for Setting up On-Line Giving

If your information agrees with our records, then you will get a message telling you to check your email to get your user name and a link to set up your password. The email will look similar to the following:



Remember your user name, and then click on the link to set up your password.

The screenshot shows the "Complete Account Setup" form on the AccessACS website. The form is titled "Complete Account Setup" and has the following fields and instructions:

Enter a new password

New Password:

Confirm Password:

Strength:

A Strong Password has:

- 8-15 characters total
- No part of username or e-mail
- Two or more numbers
- None of these characters: < > / \ ; % [space]
- Lower and upper case characters

By clicking the Sign In button you agree to the [Terms of Use](#).

At the bottom of the page, there are links for [ACS Technologies Privacy Policy](#), [Terms of Use](#), and [Compatible Browsers](#).

Enter a password that you will use in the future to log in.

Erlanger Baptist Church

Steps for Setting up On-Line Giving

You will then be directed to the following page:

The screenshot shows the 'Giving' page with a navigation bar at the top containing 'Home', 'Directories', 'Groups', 'Events', and 'Giving'. Below the navigation bar are several sections: 'I Want to View...' with links for 'My Complete Profile' and 'My Giving History'; 'My Calendar' showing 'Wednesday, March 25, 2015' and a calendar grid for March and April 2015; 'My Groups' with links for 'My Activities' and 'My Classes'; and 'My Giving Summary'.

To set up your giving, click on the **Giving** link, then **My Scheduled Giving**.

The screenshot shows the 'My Scheduled Giving' page. At the top, there are tabs for 'Give Now' and 'My Scheduled Giving'. The page displays 'Next Scheduled Gift: N/A' and 'You currently have no scheduled gifts.' On the right side, there are links for 'Manage Payment Methods' and 'Review My Giving History'. A blue button labeled 'Add New Gift' is circled in blue.

Click on **Add New Gift**.

Erlanger Baptist Church

Steps for Setting up On-Line Giving

Home Directories Groups Events **Giving**

Give Now **My Scheduled Giving**

My Scheduled Giving

New Gift Details

Give to [+ add more](#)

Frequency On

Payment Details

Save for future use

Account Type

Account Number

Routing Number

Billing Name

Billing Address Line 1

Billing Address Line 2

Billing City

Billing State

Billing Postal Code

Email Address

or Cancel

You can set up giving to the selected funds, and set the frequency. You can add additional funds to contribute by clicking on the **+ add more** button.

You must enter the type bank account, either checking or savings, the bank account number, and the bank routing number (this is always 9 digits long).

Once you have entered this information, click on **Process Gift**. The system will send you an email acknowledging the giving you have set up. Also, every time the giving is processed, it will send you an email acknowledgement.

The funds you can contribute to is currently limited. The purpose of using this system is to let you contribute to our main funds, and not special