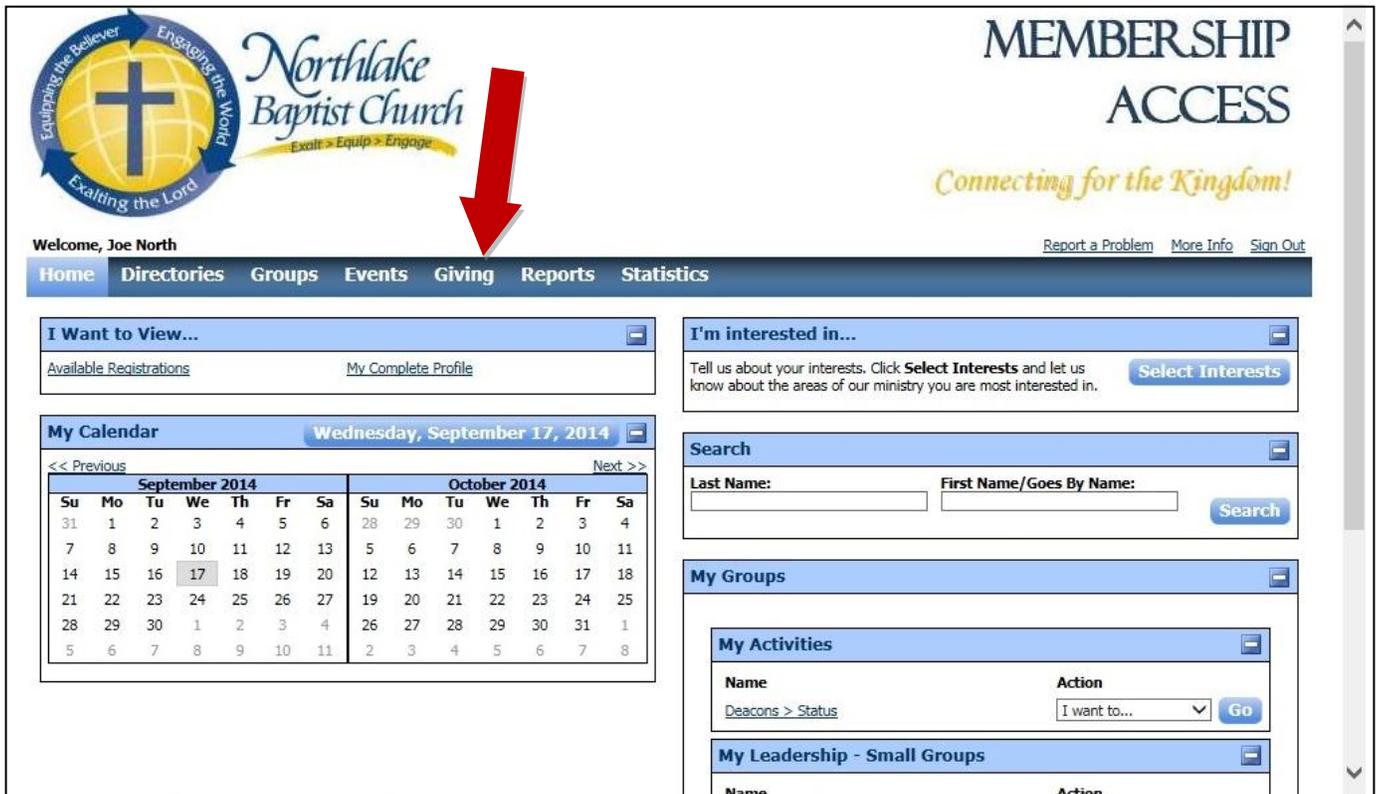
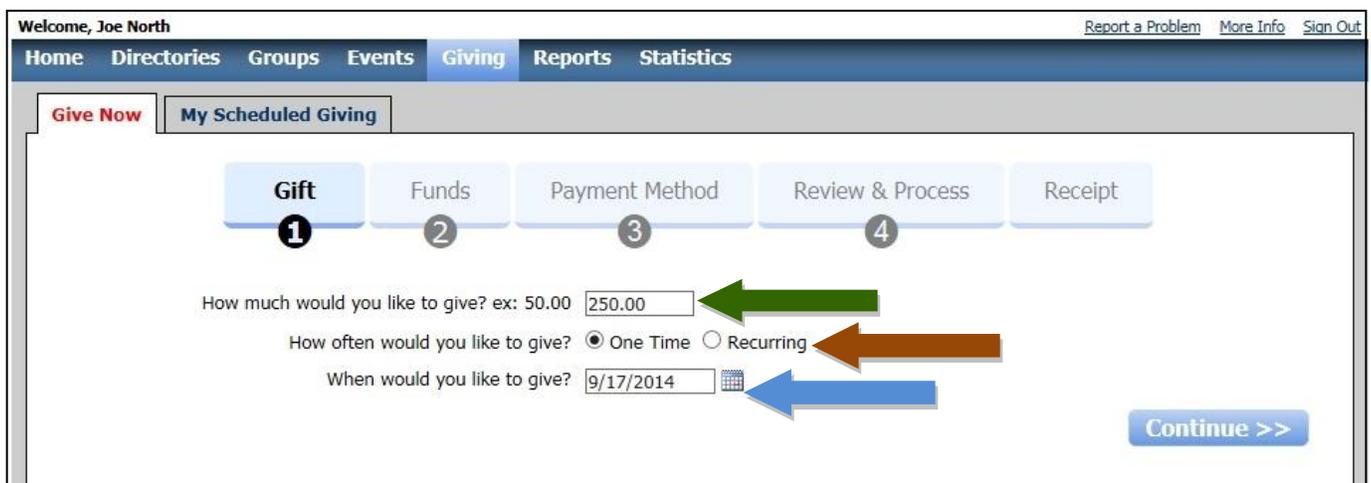


How do I use online giving through Access ACS?

1. While you can simply click on the **Donate Now** button under “Make a Donation” heading, when you register for and use Access ACS, you have more flexibility on setting up recurring donations and having the money applied to particular funds.
2. Login to Access ACS, which brings you to a page similar to this; click on the GIVING tab.



3. On the “Give Now” tab, enter the **amount** you wish to give, click whether it will be a **One-Time** or **Recurring** gift, choose the **date** you wish it to apply, then click the **Continue >>** button.



NOTE: Once you schedule a donation, you can see it on the “My Scheduled Giving” tab.

- Next, choose the **fund(s)** to which you want the donation applied; your gift can be split among several categories or focused on only one. While we encourage people to give to designated areas as they feel led, remember to focus FIRST on our budget. Click **Continue >>** button.

Welcome, Joe North Report a Problem More Info Sign Out

Home Directories Groups Events **Giving** Reports Statistics

Give Now My Scheduled Giving

Gift Funds Payment Method Review & Process Receipt

2014-2015 Budget Optional Description

Finish the Work

Missions

Designated

\$0.00 of \$250.00 Remaining

<< Back Continue >>

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NOTE: In addition to general fund giving, you can designate gifts to a particular mission trip, scholarship, or another special project; just add an “optional description” to clarify.

- Enter payment method from “Account Type” **drop-down menu (checking or credit/debit)**; click “Save for future use” to reuse this account. Fill in all information, review, and process to complete your transaction. Press the **Continue >>** button on each screen until the process is complete; you can then print a receipt. *[NOTE: Only part of each screen is shown below.]*

Give Now My Scheduled Giving

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

Save for future use

Account Type

Account Number

Routing Number

Give Now My Scheduled Giving

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

Save for future use

Account Type

Account Number

Expiration Date /

VISA MasterCard DISCOVER AMERICAN EXPRESS

*NOTE: We encourage you to use **checking/savings accounts** for online payments rather than credit/debit cards because they cost us 2.5% of the gift to process payments. You receive credit for the full amount, but the church must pay the processing company that 2.5% on each card transaction.*