



How to Give Online

Create an Online Account

In order to give online you will need to set up an online account. If you have not already done so, go to the **My Account** page on our website and follow the instructions to set up an account. If you have a Northwest online account, follow the instructions below to set up one-time or scheduled giving.

Log In To Online Giving

Click the **Give Online** link on the Give Online page. If you have not already logged in to the website, you will see the login page. Enter your user ID and password. Then, click **Login**.

One-Time Giving

- Step 1** Enter the amount you would like to give.
- Step 2** Leave the "One time" option selected to make your gift a one-time contribution.
- Step 3** Select the fund. You can choose to contribute to the General, Missions, Mercies or Future Facilities funds. If you would like to give to more than one fund, you will need to set up a separate schedule for each fund.
- Step 4** Select the date you would like the contribution to be made. Or choose to make the contribution immediately.
- Step 5** Complete payment information. We only accept e-checks for online giving. You will be asked to enter your financial institution, routing number and account number.
- Step 6** Type the word "AGREE" to authorize an electronic debit from your checking account.
- Step 7** Click **Schedule New Contribution** to submit.

Schedule New Contribution

I would like to give \$: * One time to

Fund: *

I would like to make this contribution on this date: *

I would like to make this contribution immediately

Payment Info

Payment Method: *

Financial Institution: *

Routing Number: *

Account Number: *

Re-enter Account Number: *

Billing Info

Country: *

Address 1: *

Address 2:

City: *

State: *

Postal Code: *

Phone Number: *

Routing # Account #

Electronic debits can only be made from your personal checking account

By typing the word "AGREE" in the field below and submitting the form, you authorize an electronic debit from your checking account to be processed through the regular banking system. I understand that this agreement remains in effect until I modify the contribution either through this web service or by direct communication with Northwest Bible Church. *

Schedule New Contribution



How to Give Online

One-Time Giving to Pledge Drive

- Step 1** Enter the amount you would like to give.
- Step 2** Leave the "One time" option selected to make your gift a one-time contribution.
- Step 3** Select Pledge Drive. Then, select the specific pledge drive in the drop-down list.
- Step 4** Select the date you would like the contribution to be made. Or choose to make the contribution immediately.
- Step 5** Complete payment information. We only accept e-checks for online giving. You will be asked to enter your financial institution, routing number and account number.
- Step 6** Type the word "AGREE" to authorize an electronic debit from your checking account.
- Step 7** Click **Schedule New Contribution** to submit.

Schedule New Contributions

I would like to give \$: * **1** One time **2** to

Fund: *

Pledge Drive: * **3** Connect with Future Generations **4**

I would like to make this contribution on this date: *

I would like to make this contribution immediately

Payment Info **5**

Payment Method: * eCheck

Financial Institution: *

Routing Number: *

Account Number: *

Re-enter Account Number: *

Billing Info

Country: * United States

Address 1: * 8505 Douglas Ave

Address 2:

City: * Dallas

State: * Texas

Postal Code: * 75225

Phone Number: *

Routing # Account #

Electronic debits can only be made from your personal checking account

By typing the word "AGREE" in the field below and submitting the form, you authorize an electronic debit from your checking account to be processed through the regular banking system. I understand that this agreement remains in effect until I modify the contribution either through this web service or by direct contact with Northwest Bible Church. *

6

7 **Schedule New Contribution**



How to Give Online

Scheduled Giving

- Step 1** Enter the amount you would like to give.
- Step 2** Select the giving frequency, such as weekly, every two weeks, monthly or quarterly.
- Step 3** Select the fund. You can choose to contribute to the General, Missions, Mercies or Future Facilities funds. If you would like to give to more than one fund, you will need to set up a separate schedule for each fund.
- Step 4** Select the date you would like the contributions to begin.
- Step 5** Choose to make the giving schedule continuous or for a limited number of contributions.
- Step 6** Complete payment information. We only accept e-checks for online giving. You will be asked to enter your financial institution, routing number and account number.
- Step 7** Type the word "AGREE" to authorize an electronic debit from your checking account.
- Step 8** Click **Schedule New Contribution** to submit.

The screenshot shows the 'Schedule New Contribution' form with the following fields and callouts:

- 1**: Amount field (I would like to give \$: *)
- 2**: Frequency dropdown menu (Every Two Weeks)
- 3**: Fund dropdown menu (Fund: *)
- 4**: Start date field (Enter the date you would like your contribution(s) to begin: *)
- 5**: Radio button for 'Continuous Giving Or' (Number of gifts)
- 6**: Payment Method dropdown menu (eCheck)
- 7**: Text input field for 'AGREE' authorization.
- 8**: 'Schedule New Contribution' button.

Payment Info

Payment Method: * eCheck

Financial Institution: *

Routing Number: *

Account Number: *

Re-enter Account Number: *

Billing Info

Country: * United States

Address 1: * 8505 Douglas Ave

Address 2:

City: * Dallas

State: * Texas

Postal Code: * 75209

Phone Number: *

Routing #: 021000021 Account #: 555155525465

Electronic debits can only be made from your personal checking account

By typing the word "AGREE" in the field below and submitting the form, you authorize an electronic debit from your checking account to be processed through the regular banking system. I understand that this agreement remains in effect until I modify the contribution either through this web service or by direct contact with Northwest Bible Church. *



How to Give Online

Scheduled Giving to a Pledge Drive

- Step 1** Enter the amount you would like to give.
- Step 2** Select the giving frequency, such as weekly, every two weeks, monthly, quarterly or yearly.
- Step 3** Select Pledge Drive. Then, select the specific pledge drive in the drop-down list.
- Step 4** Select the date you would like the contributions to begin.
- Step 5** Choose to make the giving schedule continuous or for a limited number of contributions.
- Step 6** Complete payment information. We only accept e-checks for online giving. You will be asked to enter your financial institution, routing number and account number.
- Step 7** Type the word "AGREE" to authorize an electronic debit from your checking account.
- Step 8** Click **Schedule New Contribution** to submit.

Schedule New Contributions

I would like to give \$: * **1** Monthly **2** to

Fund: * Pledge Drive: * **3** Connect with Future Generations

Enter the date you would like your contribution(s) to begin: * **4**

Select Continuous if you would like your contribution schedule to continue until you change it or select Number of Gifts and enter the number of donations you would like to make before it is removed

Continuous Giving Or Number of gifts **5**

Payment Info	6	Billing Info
Payment Method: * eCheck 6		Country: * United States
Financial Institution: *		Address 1: * 8505 Douglas Ave
Routing Number: *		Address 2:
Account Number: *		City: * Dallas
Re-enter Account Number: *		State: * Texas
		Postal Code: * 75225
		Phone Number: *

Routing # Account #

Electronic debits can only be made from your personal checking account

By typing the word "AGREE" in the field below and submitting the form, you authorize an electronic debit from your checking account to be processed through the regular banking system. I understand that this agreement remains in effect until I modify the contribution either through this web service or by direct contact with Northwest Bible Church. *

7

8 **Schedule New Contribution**



How to Give Online

Viewing Your Giving History

- Step 1** Scroll to the bottom of the same giving window to see your giving for the current year.
(Note: No contributions are shown in the example below.)
- Step 2** To see the previous year's contributions, select the year in the drop-down menu. Note that you are only able to see the current and previous year's giving history online.
- Step 3** You can also get a quick look at your year to date giving.
- Step 4** To view a printer-friendly version of your giving history, click **Print View**.

Why Can I Not See My History?

You are not able to see your giving history the same day you create an account. In order to ensure account security, all new website accounts are verified by Northwest before giving access to contribution records. Your account will be verified within one week. After that time, you will have access to your giving history.

Designation	Amount	Frequency	Next	Remaining	Status
Contribution History (Print View)					
Year: 2008					
No contribution history available.					
					Year to Date \$0.00

Changing Your Scheduled Giving

You will find your scheduled giving near the bottom of the giving window, below the **Contribution Schedule** heading. To edit or delete an existing schedule, click the option next to the schedule you wish to change.

- Delete** If you click delete next to the schedule, it will stop all further contributions.
- Edit** If you click edit next to the schedule, the window will refresh, and you will be able to change your information, including the amount and frequency of the scheduled contributions.

Need Help?

Contact **Harry Hegwood** at hhegwood@northwestbible.org or 214-368-6436, ext. 306.