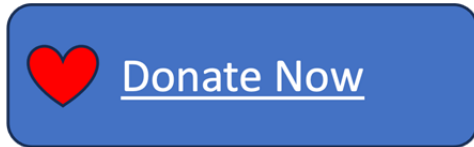


## Instructions for e-Giving Through the St Timothy Public Portal

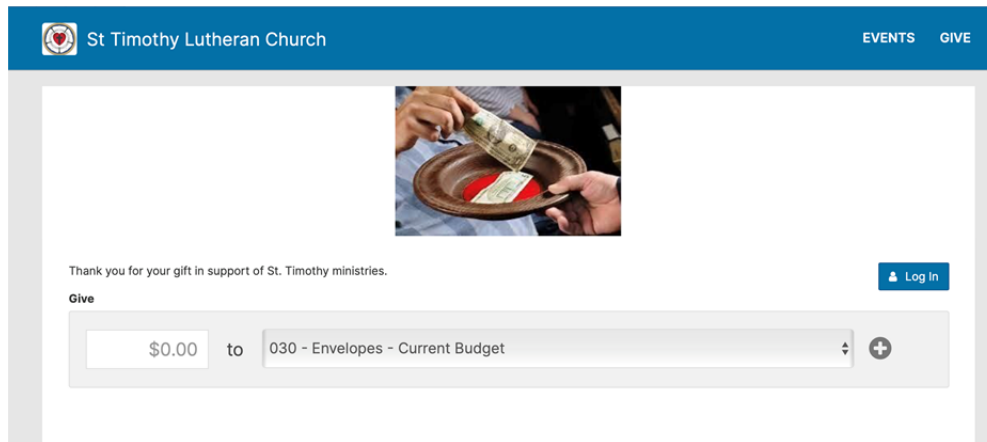
1. Open any web browser and insert the following hyperlink:  
<https://app.onechurchsoftware.com/sttim/egiving>

or, alternatively,

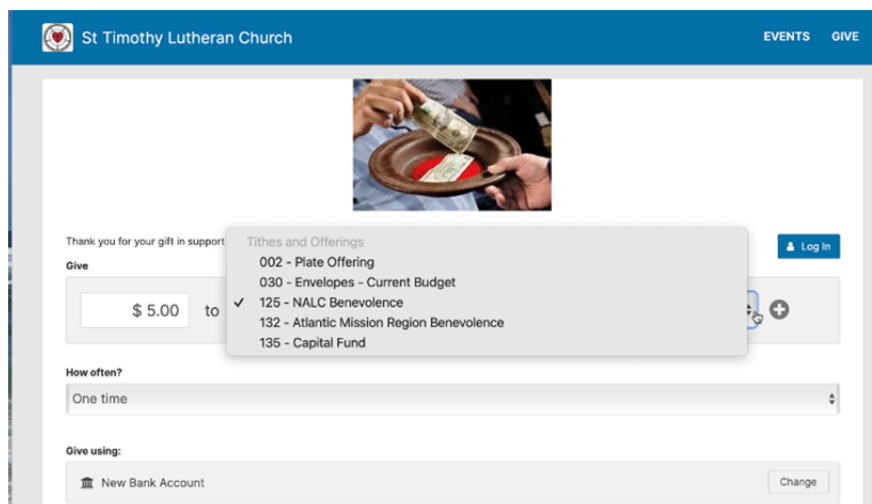
2. Click on the 'Donate Now' button whenever it appears in an electronic communication. The above hyperlink will be embedded in the picture.



The following screen will appear.



3. **Do not use the Log In button unless you have been assigned log in credentials to use the 'One Church' database and church management system.**
4. Enter the amount you wish to donate in the 'Give' box (You must enter dollars, decimal and cents).
5. Click the drop-down to the right and select the designation to which the dollar amount is to be credited.



6. To add another designation, click on the ‘Plus’ sign to the right of the drop-down box and another giving line will appear to make another donation to a different designation. This process may be repeated as many times as needed. The total gift to all designations is tallied below the list of gifts.

Thank you for your gift in support of St. Timothy ministries. Log In

**Give**

\$ 5.00 to 125 - NALC Benevolence

\$ 20.00 to 030 - Envelopes - Current Budget

**Total: \$25.00**

**How often?**  
One time

The system automatically defaults to a ‘One Time’ donation; however, clicking on the drop-down arrow to the right will offer two other options: a recurring donation or one-time donation at a future date.

**Total: \$25.00**

**How often?**

- One time
- Recurring
- Once at a future date

**Give using:**

Saved Payment Method

New Debit/Credit Card

New Bank Account

### Recurring Donation

Clicking on the Recurring Donation option under ‘How Often’ will present four additional fields to define how often, when, and for how long the recurring donation is to occur. All four of the boxes can be edited in various ways to suit the donor’s wishes.

**Total: \$25.00**

**How often?**  
Recurring

Weekly on Sunday

**Starting on**  
July 7, 2024

**Until**

- Forever
- July 14, 2024
- July 21, 2024
- July 28, 2024
- August 4, 2024
- August 11, 2024
- August 18, 2024
- August 25, 2024
- September 1, 2024
- September 8, 2024
- September 15, 2024

**Give using:**

Saved Payment Method

New Debit/Credit Card

A specific date can be chosen using the ‘Until’ dropdown box to end the recurring donation, or if ‘Forever’ is selected, for this example, a \$25 donation will be made beginning July 7, and occurring

every week thereafter on Sunday broken out into the two categories of ‘NALC Benevolence’ \$5.00 and ‘Current Budget’ \$20.00 respectively until the recurring donation is canceled or revised by the donor.

### **Once At A Future Date**

If this option is chosen, a date field will be presented to enter the future date when the one-time gift is to be made.



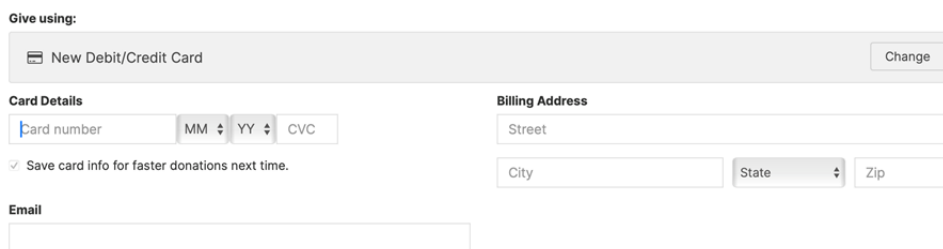
## **7. Giving Method**

After the amounts and categories and frequency of giving options are made, the next step is to choose the giving method, either ‘Debit/Credit Card’ or ‘Bank Account’. **Do not choose the option ‘Saved Payment Method’ unless you have been assigned log in credentials to use the ‘One Church’ database and church management system.**

### **New Debit/Credit Card**

One Church Giving can process VISA, Mastercard, Discover, or American Express. If this method is chosen, you will be presented with a pop-up screen to enter your debit/credit card information:

- a. card number,
- b. month and year of expiration,
- c. CVC code on the back of the card,
- d. billing address street, city, state, zip and
- e. email address which is used by the system to send you confirmations of transactions that are made by the system



A box is automatically checked with recurring and one-time future transactions to save your card information so that it can be processed automatically. For one-time donations, the box does not appear and the credit card or banking information is not retained.

### **New Bank Account**

If this method is chosen, you will be presented with a pop-up screen to enter your bank account information so that ACH transfer(s) can be made directly from your checking or savings account to St. Timothy:

- a. choice of checking or savings account
- b. the bank routing transit number
- c. your full checking or savings account number

- d. the billing address for this account (street, city, state, zip) and
- e. your email address for transaction confirmations that will be sent to you

Give using:

New Bank Account Change

**Bank Details**

Checking

Routing Number      Account Number

**Billing Address**

Street

City      State      Zip

Important: Please double check the routing and account number you enter above is correct.

Save bank account info for faster donations next time.

Email

8. After all the information is entered for the giving method chosen, click the ‘Continue’ button.

How often?

Recurring

Weekly on Sunday

Starting on July 21, 2024      Until Forever

Give using:

New Debit/Credit Card Change

**Card Details**

4123 4567 8901 2345 01 29 123

Save card info for faster donations next time.

**Billing Address**

123 Any Street

Camp Hill PA 17011

Email

jdoe@gmail.com

Name

John Doe

✔ Continue

If there is already contact information in the system about you, it will recognize the email address and bring in the donor information for you to choose which family member is contributing. Otherwise, if there is no information about you in the contact list, the system will ask for your first and last name.

9. After the first and last name information is added, click the ‘Continue’ button again. The donor information entered will appear along with a question if the donation is being made on behalf of a business. Also, you will have the opportunity to click the check box to add the transaction processing fee to you donation so the church can receive the full amount of the intended donation.

**Donor Info**

**John Doe**

jdoe@gmail.com

✕

**Giving on behalf of a business?**

Yes  No

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Add \$0.69 to cover processing fees

♥ Give \$25.69 weekly

This form is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

10. When all information has been completed and checked for accuracy, click on the blue ‘Give’ button to process the transaction.

**END OF PROCEDURE.**