Instructions for Giving Online through the Website

1. On the TriuneBaptist.com website, click the **Give** button in the menu bar at the top of your screen and then click **Give Online Now**. *This takes you directly to the secure page for giving, shown here.*

2. Type the amount you want to give.
3. Select the fund you want to give to from the drop-down menu shown below if you want to give to a fund other than the General Fund.
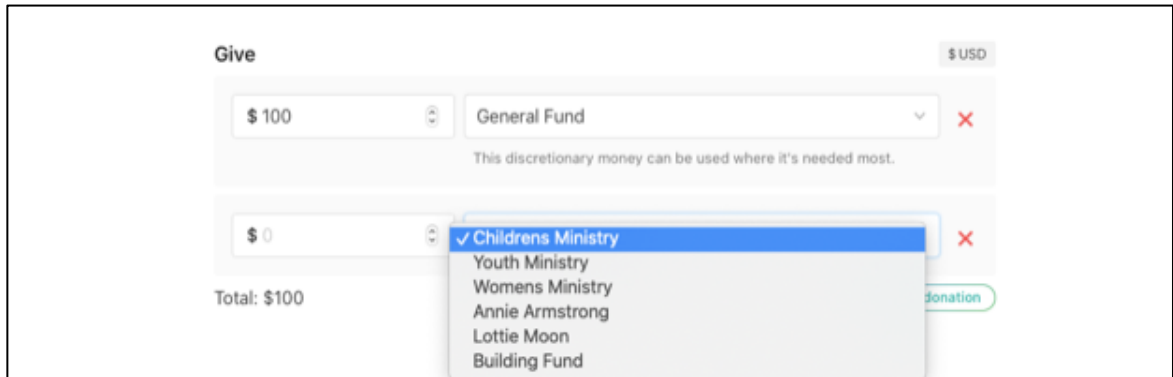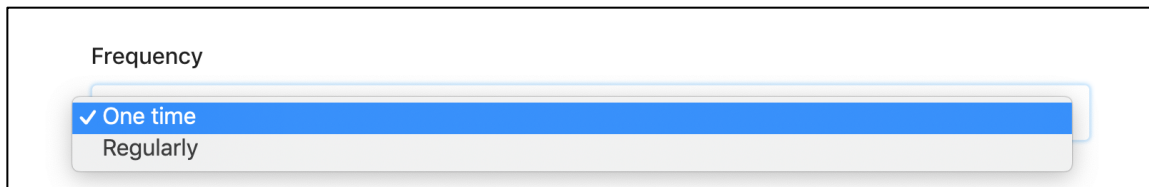
4. Skip to Step 5 unless you want to make a gift to a second fund at this time. If you want to give to a second fund, click (+ Add donation). Enter the amount and select the fund from the drop-down list.
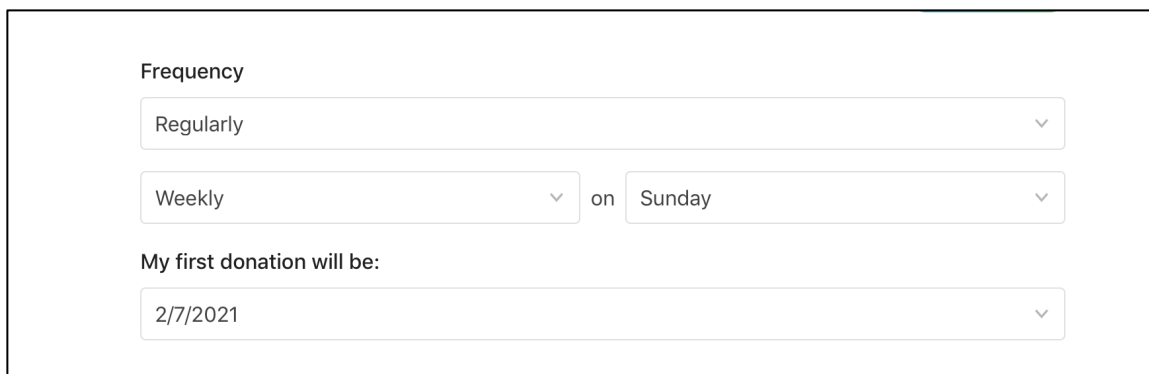

5. If you want to give this donation, just **One time**, click in the **Email** field, type your email address and then go to Step 6. *Remember to use the same email every time you give a donation.*

But if you want to set up your giving on a regular basis, click the down arrow for the **Frequency** field and click **Regularly**.

Then you will see these new fields:
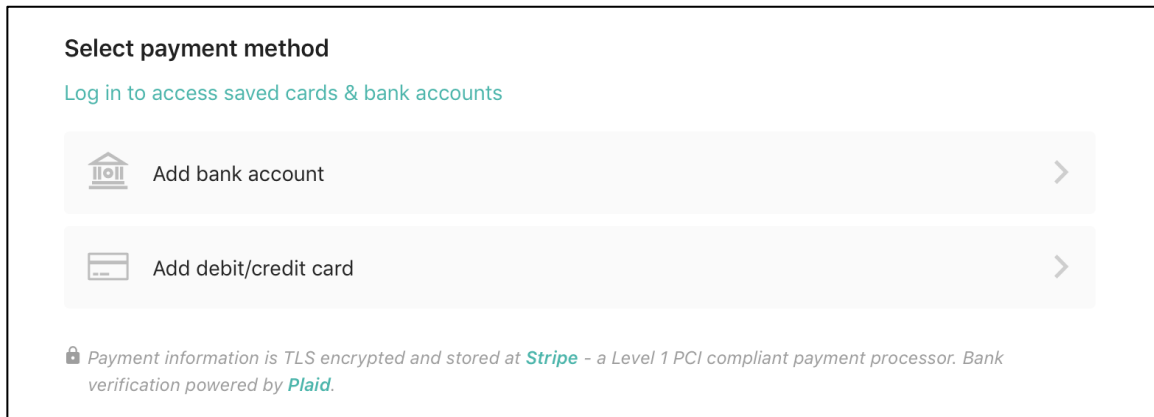
If necessary, use the drop downs for how often (Weekly is the default) and which day (Sunday is the default), and then type the date for the first donation to start. Then click

in the **Email** field and type your email address. *Remember to use the same email every time you give a donation.*

6. Click in the **First name** field and type your first name.
7. Click in the **Last name** field and type your Last name.
8. Click [Continue]. *The **Select payment method** fields will display on the screen as shown below:*

Select payment method

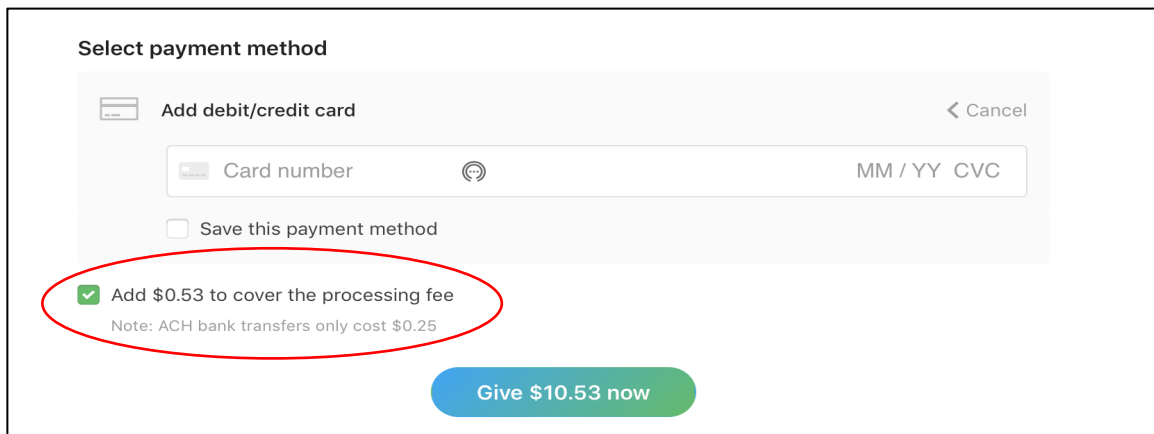Log in to access saved cards & bank accounts

🏛 Add bank account   ›

💳 Add debit/credit card   ›

🔒 *Payment information is TLS encrypted and stored at **Stripe** - a Level 1 PCI compliant payment processor. Bank verification powered by **Plaid**.*

9. For **Add bank account**, we suggest that you go directly through your bank instead of using our online service for this.
10. Click **Add debit/credit card**. *The Card number field displays as shown below.*

Select payment method

💳 Add debit/credit card   ‹ Cancel

💳 Card number   ⊚   MM / YY CVC

☐ Save this payment method

✅ Add $0.53 to cover the processing fee
   Note: ACH bank transfers only cost $0.25

[Give $10.53 now]

11. Fill in the card number, expiration date, CVC (security code), and the Zip code that your credit card bill is sent to.
12. Click the **Save this payment method** check box if you want to use this card every time without having to re-enter the card information.
13. Click the check box to add the additional amount to cover the processing fee if you are a member of Triune Baptist Church.

    By paying the fee, your end-of-year tax statement for giving will reflect the entire amount that you enter in the first field on the form. In the above example, the giver

wanted to give $10.00 to the church. By paying the fee, the gift is recorded as 10.00. If the $.53 fee is not paid, the gift is recorded as $9.47.

14.   Click [Give $10.53 now] at the bottom of the screen. *The button always shows the total amount of your gift. In the example above, the gift is $10.00, and the processing fee is $.53. So, the button says, "Give $10.53 now." The following screen displays:*

✅ **Thank you!**

We're processing your donation and will email a receipt for your records.

Please add a mailing address to complete your profile.

[Add a Mailing Address]

(View My Giving)
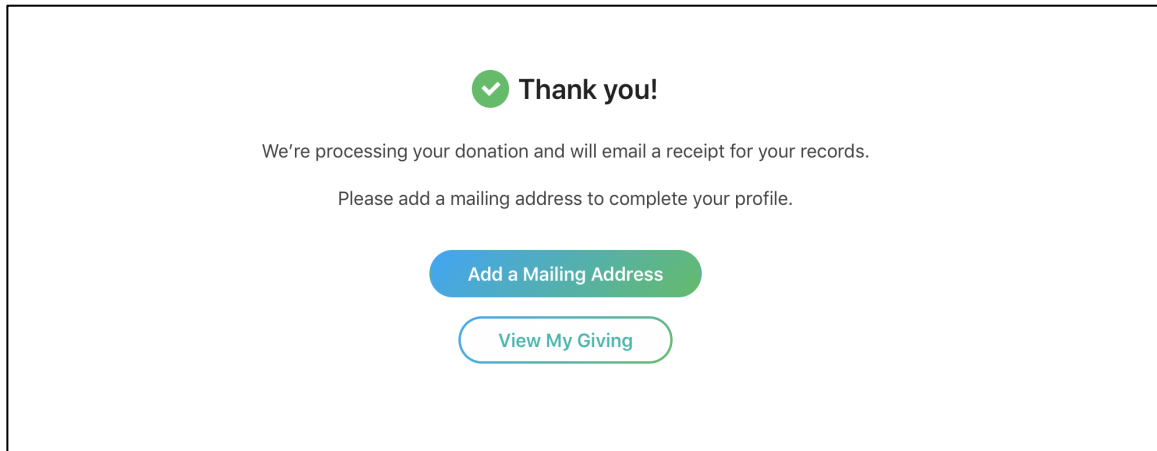
You will receive a receipt at the email address you specified on the form.

Note: It is not necessary for church members to add a mailing address if your address is on file in the church office.