First Presbyterian Church - How to make online donations for Stewardship or Apportionment

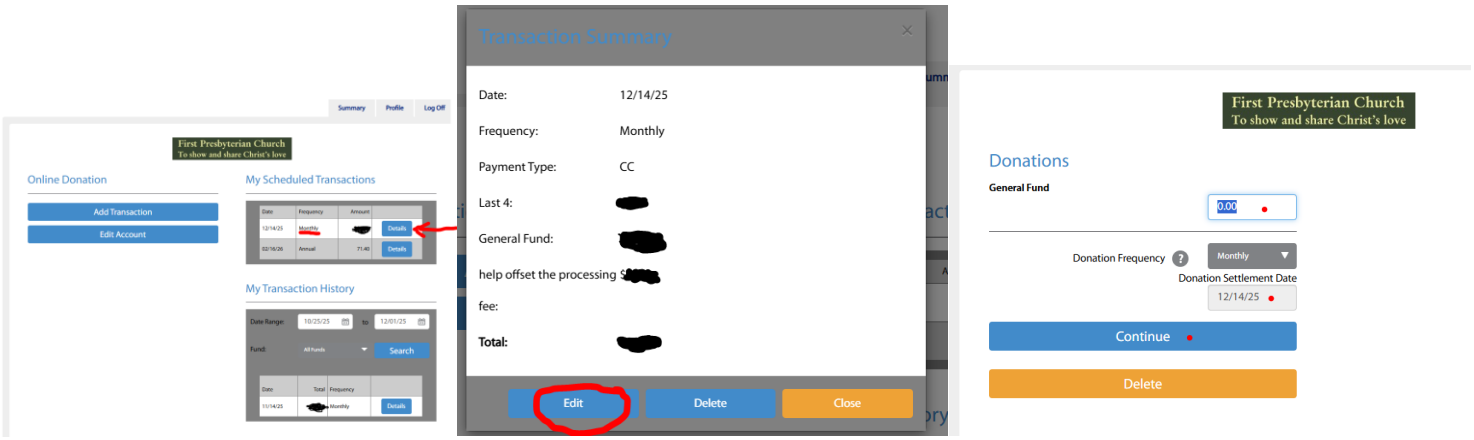
BASIC STEPS TO SET UP AN ACCOUNT:

-Go to the church website at https://www.fpcspringfield.org/ then choose **Stewardship**
-Make an account using your email and make up an 8 digit password (numbers and letters).
-Create a profile and add a GENERAL FUND transaction using either your bank account or a credit card.
-There is no fee for using a bank account, but there is a 2% processing fee on credit card, which the church must pay. You have the option to pay that fee by checking the box, show in the form.
-Once you set up the billing, it will continue until you stop it.
-You can set up a separate transaction for paying Apportionment as a once a year payment, and put Apportionment in the NOTES box. Or Mission of the Month, Deacons Fund, etc.

TO CHANGE THE AMOUNT AT ANY TIME:

-Whenever you want to change the amount, stop the payments, change where the money is withdrawn, you'll need to go into your account, and you'll see the screen below. Click on Details and then Edit to changes the amounts or date.

-To change the account or type of account, delete the transaction and start over again.

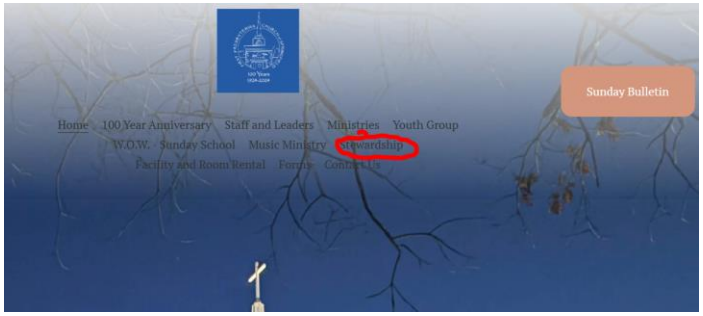


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ILLUSTRATED VERSION -LOOK for the Red Dots and arrows and circles

-Begin by going to the church website at https://www.fpcspringfield.org/

-Choose **Stewardship**



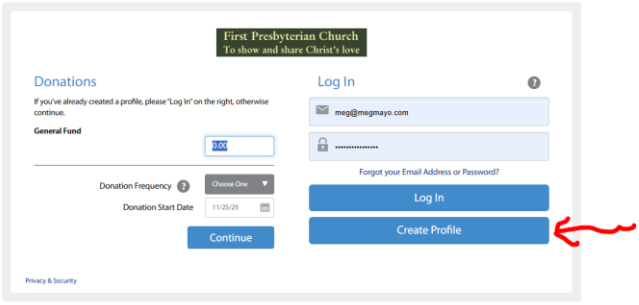


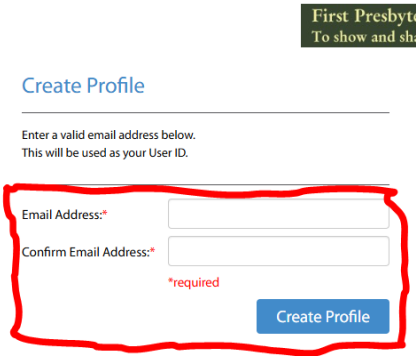


-Make an account if you don't already have one.

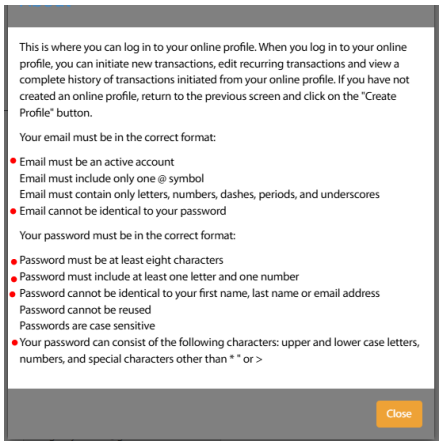
You'll need your email and make up an 8 digit password.

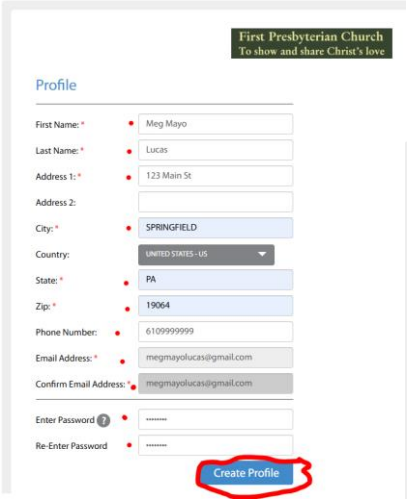
You will also need either a credit card or your bank account info.

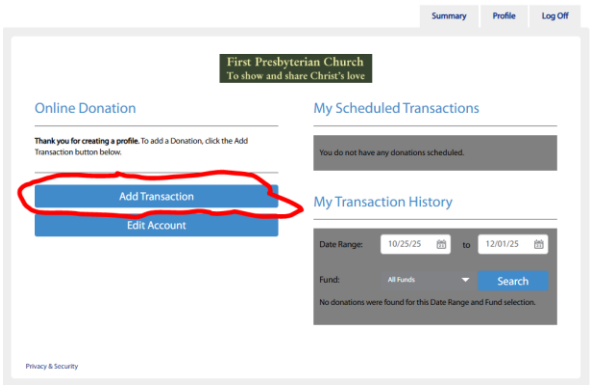










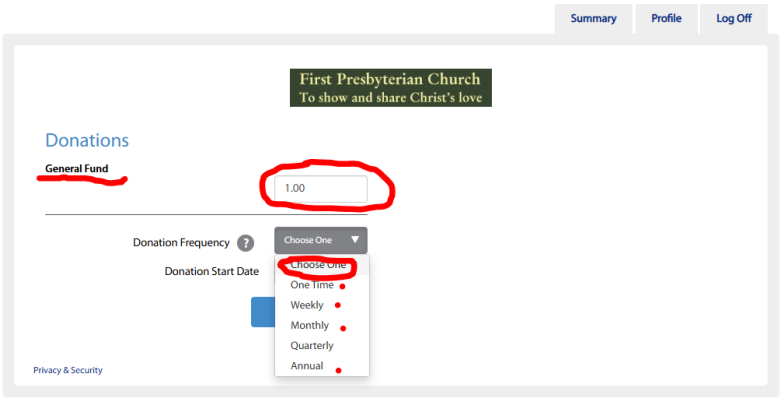


-Once you have created a profile, you can add a transaction.

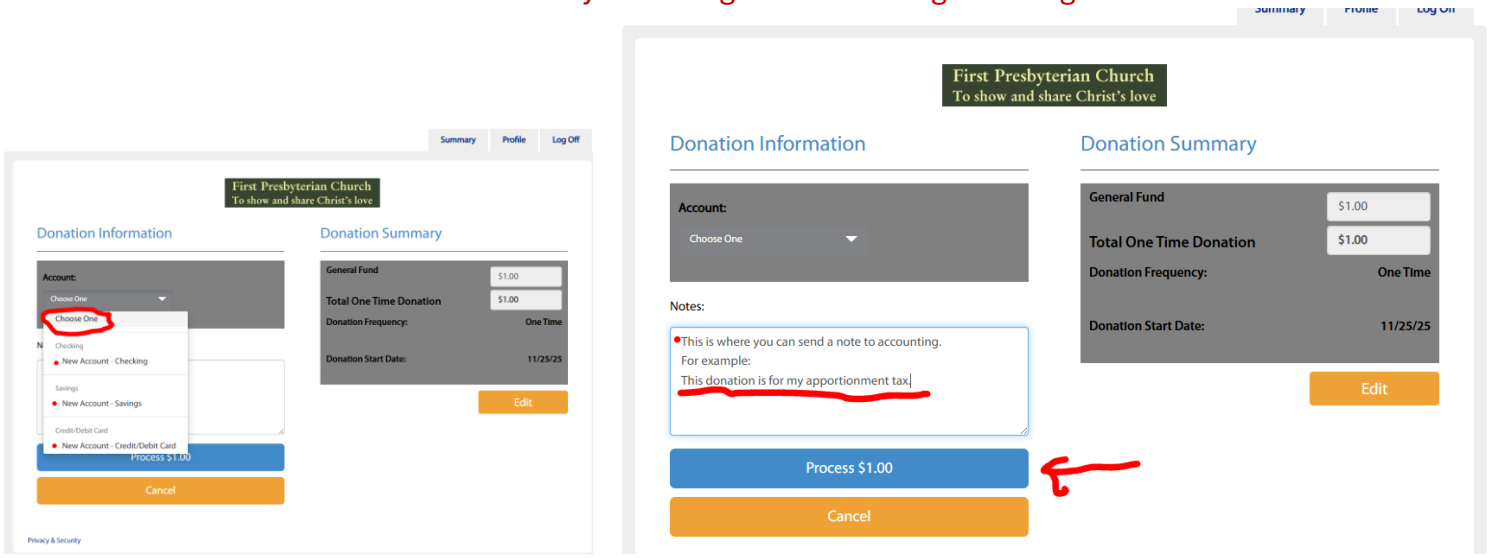
-GENERAL FUND is the only option -this is where you can contribute to your annual stewardship amount.

-Decide if you want to pay weekly, monthly or in one lump sum. That will determine the dollar amount you enter in the General Fund box.

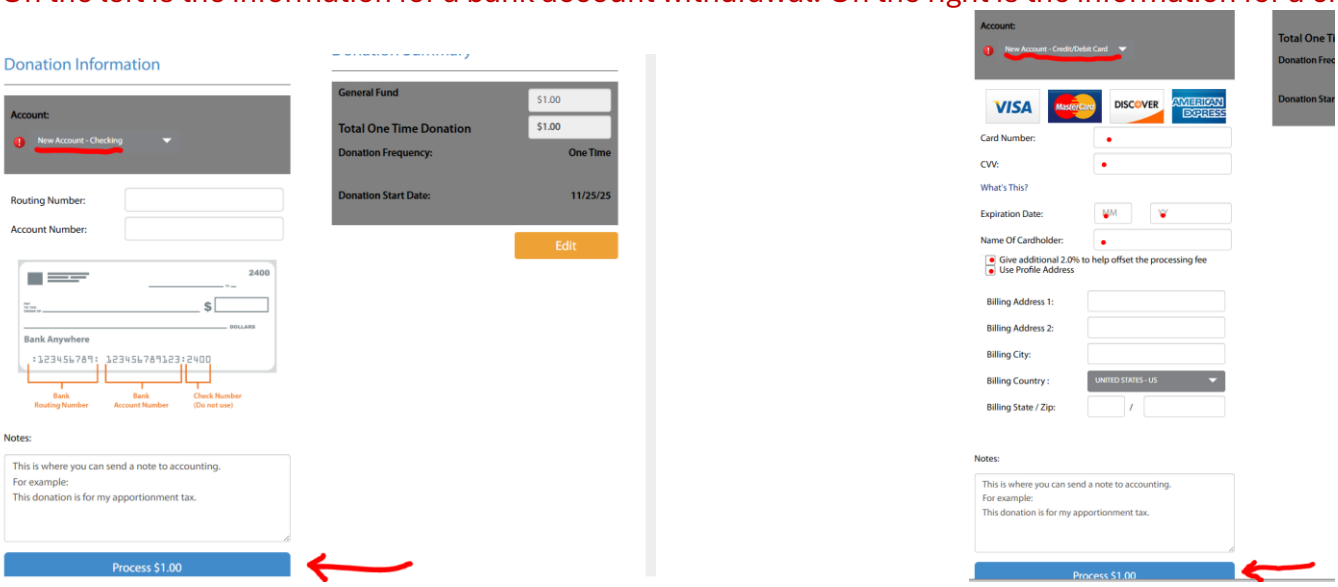
-For example, if your annual tithed amount is $2400, you can enter $200 monthly **or** $47 weekly. See an illustration on the next page.



-On the next screen choose where the money is coming from: checking or savings account or a credit card.



-On the left is the information for a bank account withdrawal. On the right is the information for a credit card.



-There is no fee for using a bank account, but there is a 2% processing fee on credit card, which the church must pay. You have the option to pay that fee by checking the box, show in the form below.
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