

Online giving tutorial (with screen shots)

1. You will need to have already **established an ACS login & password**.

You may create a login and password from the church website: cgsonline.org.

Click on “*Member Login*” at the far right on the menu bar across the top of the page.

To create a login, click “*Need a Login? Click here*”.

(For help creating a login, contact Abigail in the church office (919-490-1634; abigailgrebe@cgsonline.org.)

2. Click on the “**Giving**” tab in the blue bar across the top.

The drop down menu gives you 3 options:

- Give Online – enables you to make a one-time gift
- My Scheduled Giving – lets you set up a recurring gift
- My Giving History – lets you see your contribution statement (this year and the prior year)

The screenshot shows the AccessACS website interface. At the top, there's a navigation bar with tabs: Home, Groups, Events, Giving, and Serving. The 'Giving' tab is selected, and a dropdown menu is open, showing three options: 'Give Online', 'My Scheduled Giving', and 'My Giving History'. A yellow circle highlights these three options. Below the navigation bar, there's a 'Welcome, Allyson Wieland' message and links for 'Report a Problem', 'More Info', and 'Sign Out'. The main content area is divided into several sections: 'I Want to View...' with links for 'Available Small Groups' and 'My Complete Profile'; 'My Calendar' showing a calendar for June and July 2020; 'My Groups' with a 'My Activities' section; 'My Giving Summary' with a 'Show Giving' button and a 'Give Online' button; and 'My Registrations' with a 'Show History' button. The 'My Registrations' section has a table with columns: Event, Start Date, End Date, Total Cost, Amt Paid, Amt Due, and Status.

Event	Start Date	End Date	Total Cost	Amt Paid	Amt Due	Status
-------	------------	----------	------------	----------	---------	--------

3. To set up a recurring gift, choose “*My Scheduled Giving*”

(If you already have a recurring gift, it will be listed here. If you wish to edit or delete your recurring gift, skip to #6 below.)

Click on “*Add New Gift*” (a blue box on the right).

My Scheduled Giving

[Manage Payment Methods](#)
[Review My Giving History](#)[Add New Gift](#)

You currently have no scheduled gifts.

ACS Technologies [Privacy Policy](#) | [Terms of Use](#)

4. **Fill in the form.** There are fields for Fund, Amount, Frequency (e.g. weekly, monthly), and your payment information.

Choose your end date:

- “I cancel” – the recurring gift continues until you log in and cancel it
- “An end date” – allows you to type the date on which the recurring gift stops (e.g. 12/31/2020)
- “Number of times” – the recurring gift continues for a specified number of transactions, then stops (e.g. 10 times)

New Gift Details

Give to optional memo [+ add more](#)Frequency on the
Starting until ☒ I cancel
Occurs on the 17th day of every month until June 17, 2020.
☐ An end date
☐ Number of times

5. Click the blue button “Give” at the bottom. **You will receive a confirmation.**

Thank you for setting up a recurring gift. Your ongoing gifts will help us make a difference.

Here are the details of your scheduled gift:

A receipt email has been sent to you.

Amount: \$10.00 on the 17th day of every month

Account: Visa ***2730

First Payment: 6/17/2020

Last Payment: Until I Cancel

6. To change your recurring gift, click on “My Scheduled Giving”. On the right, you will see three icons next to your recurring gift.

- **Edit** is indicated by a yellow pencil
- **Place on hold** is shown by a blue circle with “-” in the middle
- **Delete** is indicated by a red circle with “x” in the middle

(Note: Do NOT click the blue box labeled “Add New Gift” if you want to make a change to an existing gift. Doing so, will set up an additional gift and will not change your recurring gift.)

AccessACS
Welcome, Allyson Wieland [Report a Problem](#) [More Info](#) [Sign Out](#)




[Home](#) [Groups](#) [Events](#) [Giving](#) [Serving](#)

My Scheduled Giving [Manage Payment Methods](#) [Review My Giving History](#)

[Add New Gift](#)

Frequency	Amount	Fund	Gifts	Recent Gift	Next Gift	End Date	Payment Method
Monthly	\$10.00	General Fund	0 of 1		6/17/2020		Visa ***2730

[Last Modified on 6/17/2020](#)

  
[Edit](#)

7. To edit a recurring gift, click on the pencil icon. This will open up the details of your recurring gift. You may edit the amount, the frequency, the end date, or the payment method. (Use this feature if your card expires and you need to enter a new expiration date.) Anything in a light gray box may be edited.

8. To delete a recurring gift, click on red circle.

AccessACS
Welcome, Allyson Wieland [Report a Problem](#) [More Info](#) [Sign Out](#)



[Home](#) [Groups](#) [Events](#) [Giving](#) [Serving](#)

My Scheduled Giving [Manage Payment Methods](#) [Review My Giving History](#)

[Add New Gift](#)

Frequency	Amount	Fund	Gifts	Recent Gift	Next Gift	End Date	Payment Method
Monthly	\$10.00	General Fund	0 of 1		6/17/2020		Visa ***2730

[Last Modified on 6/17/2020](#)

  
[Delete](#)

You will be asked to confirm the deletion.

The screenshot shows the 'AccessACS' website with the user 'Allyson Wieland' logged in. The 'Giving' tab is selected. Under 'My Scheduled Giving', there is a table with one scheduled gift:

Frequency	Amount	Fund	Gifts	Recent Gift	Next Gift	End Date	Payment Method
Monthly	\$10.00	General Fund	0 of 1		6/17/2020		Visa ***2730

Below the table, it says 'Last Modified on 6/17/2020'. A yellow circle highlights a modal dialog box titled 'Delete gift?' with the text: 'Deleting a gift will cancel all future payments towards this contribution. Are you sure you want to delete this gift?'. The dialog has two buttons: 'Confirm Delete' and 'Cancel'.

9. To place a gift on hold, click on the blue circle. This is like hitting a “pause” button. Your recurring gift will be paused until you go in and lift the hold.

This screenshot is similar to the previous one, showing the 'My Scheduled Giving' page. The table lists the same scheduled gift. A yellow circle highlights the action icons at the end of the row: a pencil (edit), a blue circle (place on hold), and a red 'X' (delete). Below these icons is a button labeled 'Place on Hold'.

You will be asked to confirm the hold.

This screenshot shows the same 'My Scheduled Giving' page. A yellow circle highlights a modal dialog box titled 'Place On Hold?' with the text: 'Putting a gift on hold will stop all future payments towards this contribution until it is reactivated. Are you sure you want to make this change?'. The dialog has two buttons: 'Place On Hold' and 'Cancel'.

Click on the green circle with the “+” inside to reactivate your recurring gift.

AccessACS
Welcome, Allyson Wieland

[Report a Problem](#) [More Info](#) [Sign Out](#)

[Home](#) [Groups](#) [Events](#) [Giving](#) [Serving](#)

My Scheduled Giving

[Manage Payment Methods](#)
[Review My Giving History](#)

On Hold: At least one scheduled gift is currently on hold.

[Add New Gift](#)

Frequency	Amount	Fund	Gifts	Recent Gift	Next Gift	End Date	Payment Method
Monthly	\$10.00	General Fund	0 of 1		6/17/2020		Visa ****2730 (On Hold)

[Last Modified on 6/17/2020](#)

If you have further questions, please call or email Allyson Wieland in the church office (919-490-1634; allysonwieland@cgsonline.org).