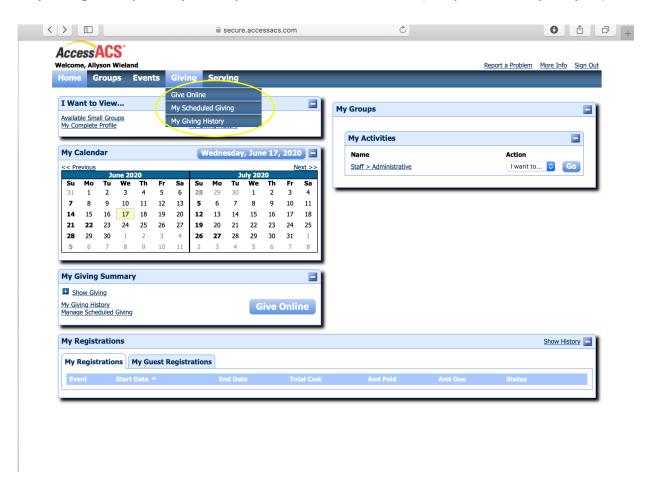
## Online giving tutorial (with screen shots)

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)



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.)

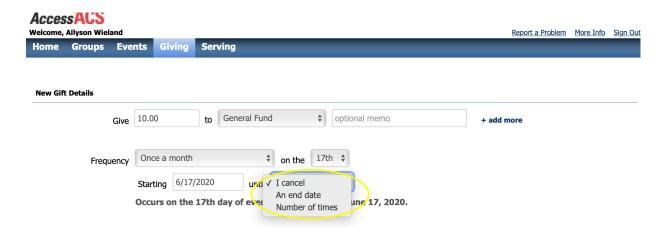
Click on "Add New Gift" (a blue box on the right).



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)



5. Click the blue button "Give" at the bottom. You will receive a confirmation.



- 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

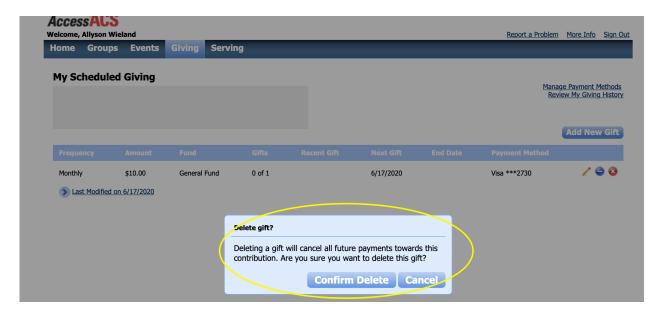
(Note: Do NOT click the blue box labeled "Add New Gift" if you want to make a change to an existing gift. Doing so, will set up an additional gift and will not change your recurring gift.)



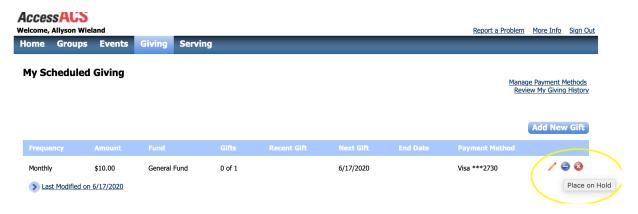
- 7. **To edit a recurring gift**, click on the pencil icon. This will open up the details of your recurring gift. You may edit the amount, the frequency, the end date, or the payment method. (Use this feature if your card expires and you need to enter a new expiration date.) Anything in a light gray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



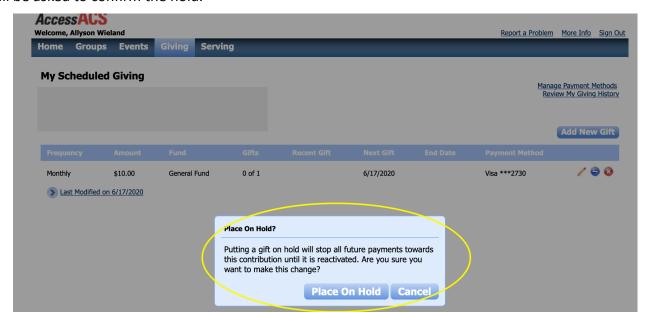
You will be asked to confirm the deletion.



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.



You will be asked to confirm the hold.



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



If you have further questions, please call or email Allyson Wieland in the church office (919-490-1634; <a href="mailto:allysonwieland@cgsonline.org">allysonwieland@cgsonline.org</a>).