


Setting Up Your GivingFire Account and 2023 Pledge Payments

Setting Up Your GivingFire Account (skip if you already have an account)

1. Go to Grace's web site (gracechurchnyack.org) and click on  **Give** on the upper right menu bar.
2. Click on **Create an Account** and enter your name, email address, and a password for your GivingFire account.
3. After you enter this information a verification token will be sent to your email account. Click on the link in the verification email to activate access to your account.
4. Log into your GivingFire account with your email address and password.

Setting Up Your 2023 Pledge Payments

1. Log into your GivingFire account from Grace's web site (see Step 1 above) or go to gecnnyack.givingfire.com/login.
2. Select one-time or recurring payments. If you select recurring, choose the frequency of payments (e.g. monthly) and a **2023** date for the first payment.
3. Under Fund, select **Pledge Payments**.
4. Enter the payment amount (for recurring, the amount of individual payments).
5. If you wish to also donate the 2.5% processing cost, check that box.
6. Under Payment Method, select **New Credit/Debit Card** or **New Check/ACH**.
(If you already have a payment method you can continue to use it.)
7. For credit/debit payments, enter your card information. For check/ACH payments, enter your bank account and billing name information and select checking or savings as the payment source.
8. Click on **Donate** at the bottom of the page.
9. Log out of your account. You will receive an email confirming your payment amount and frequency. (If it doesn't show up in your inbox shortly after logging out, check your junk email folder.) The email will include a link that allows you to modify or stop payment at any time.

*A confirming email will be sent each time a payment transaction is processed.
You can also log into your GivingFire account at any time to check your payment status. If you need assistance with GivingFire, please contact Pat Cose
(pacose@msn.com)*

Ending Your 2022 Pledge Payments (after your last recurring 2022 pledge payment)

1. Log into your GivingFire account from Grace's web site or go to gecnyack.givingfire.com/login.
2. Click on **View Account**.
3. Select **My Recurring** from the drop-down menu.
4. Click on **View** for the 2022 recurring payment to be stopped.
5. Click on **Stop Donation** to discontinue the recurring pledge payment.
6. Click on **Yes** to confirm cancellation.
7. Log out of your account.