

How to Set up an Automatic Withdrawal or card payment to pay your pledge

6/13/17 revision

Go to

<https://www.churchdb.com/churchdb/donate/uucb/donate.asp>

Click the radio button next to "Payment"

Fill in the starred fields

Choose this fund: "Pledges: 17-18 Pledges (7/1/17-6/30/18"

Total Amount: Enter total amount of your pledge here, or the total remaining that you want to pay

Select the frequency of payments you would like.

Select the number of payments you would like. You can enter any whole number here.

The system does the math to show you how much each payment will be.

First payment is processed the day you set it up, and the next one on the 15<sup>th</sup> of each month following

Method of Payment: click radio button next to "eCheck" or "Credit/Debit card"

Fill in the starred fields

Memo: this is optional but you may send us a message by typing it in this space

Hit "Submit"

All done! Please let me know if I can answer any questions.

Carol

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