

Online Giving Set-Up Instructions

1. First and Last Name, Email, and Cell Phone (optional)
2. Financial information for steps a, b or c (depending on your banking experience and preference)
 - a. Bank Name, your online log-in information for your bank: Username and Password
 - i. Easiest way and quickest way
 - b. Routing number and account number
 - i. More steps and 2-3 days processing time
 - c. Credit/Debit card information
 - i. High processing fees (2.15% plus \$.30 per transaction)

Steps for Planning Center Online Giving

1. Go to lafumc.churchcenter.com/giving

2. Create your Giving Profile

- a. Click Log in on the top right-hand side of your screen
- b. Enter your cell-phone number
 - i. If you do not have a cell phone, under "Next" click Use Email address instead
- c. You will receive a text message or email with a six-digit code
- d. Enter that six-digit code, then click next

3. Enter Financial Information

- a. Enter the dollar amount you would like to give
- b. Select what kind of donation you will be giving
 - i. General is giving that has not been pledged
 - ii. Pledge is regular giving or tithe you have pledged to give
 - iii. Special is for one-time gifts (UMCOR, MCH, etc.)
- c. Select the frequency of your giving
 - i. One time
 - ii. Regularly
 1. Select: Weekly, Every other week, Monthly, or Twice-Monthly
 2. Select: Day of the week or Day of the month
 - iii. Select when your first donation will be
(please don't set up payments to begin until after January 1)
 - iv. You may select to cover the processing fees

4. Select Payment Method

Important Note: Both option a and b help minimize the high processing fees from credit/debit cards. Option a requires you to use your Online Banking log-in and password using a secure program, and includes verification from your bank. Option b requires several days as money gets deposited and withdrawn from your account. Please select the option with which **YOU** are most comfortable.

a. Bank (If you have an online log-in to your bank)

- i. Click Add bank account
- ii. Click Verify your account
- iii. Read the information Page.
 1. Plaid is a trusted source used to verify your identity
- iv. Click Continue
- v. Select your Bank
 1. If your Bank is not listed type it into the search bar under "Select your Bank"
- vi. Sign into your bank using your bank log-in
- vii. Follow the steps to confirm your identity
- viii. Enter Code sent by your bank
- ix. Select which account you would like to withdrawal from
- x. Click Continue
- xi. You will return to the original page
- xii. Click Start Giving
- xiii. You will be greeted with a thank you page
- xiv. You will receive a breakdown of your giving from First UMC Los Alamos

b. Bank (Using routing number and account number)

- i. Click Add bank account
- ii. Under "Verify your account" click the highlighted text "manually verify your account"
- iii. Enter Account Holder, Account Type, Routing Number, and Account Number
- iv. You will receive an email with further instructions on how to verify your account.
- v. Two small amounts will be deposited unto your account. This will take 2 to 3 days. Once the deposits are made, you will need to go back into your profile and verify the deposits. Deposits will later be withdrawn from your account.
- vi. Once your verification has finished go back to step 2 (Create Giving Profile) and resume.

c. Debit/Credit Card

- i. Click add debit/credit card
- ii. Enter Card number, expiration date, security code, and zip code
- iii. You may select to cover the processing fee
- iv. Click on Start Giving
- v. You will be greeted with a thank you page
- vi. You will receive a breakdown of your giving from First UMC Los Alamos