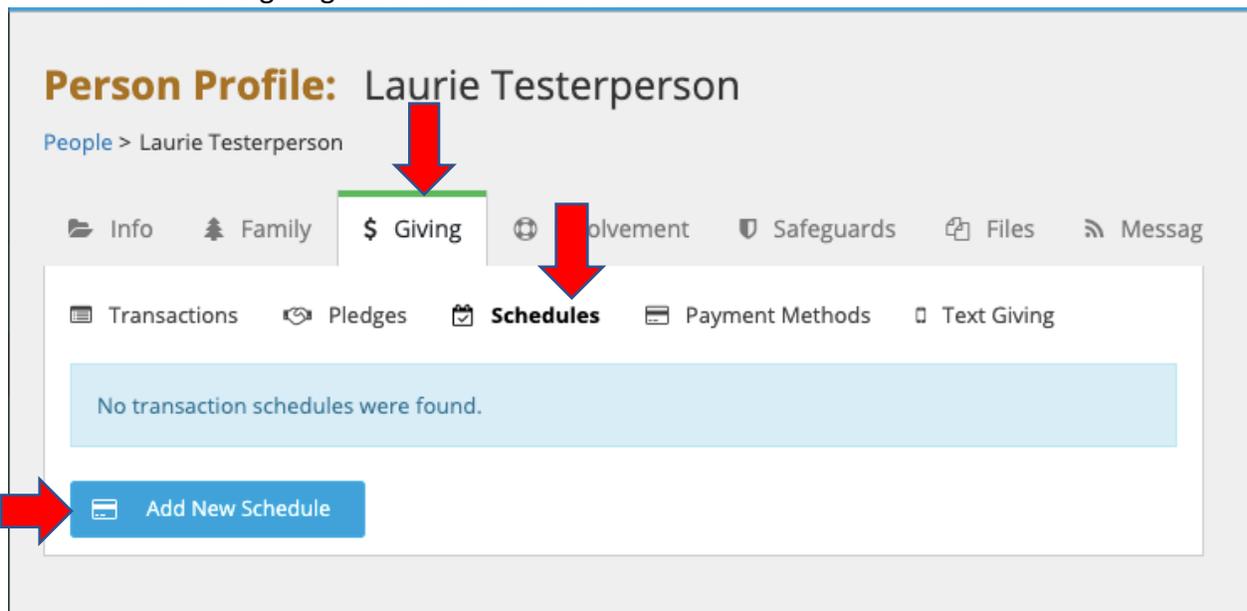


How to Give Using Electronic Fund Transfer in One Church Software

Want to set up automatic payments of your pledge using the electronic fund transfer (EFT)? You can do this with One Church. By setting up a “scheduled giving” transaction, you can have your pledge automatically transferred from your checking or savings account or charged to your credit card on a recurring schedule. You can set up how much and how frequently you want these transactions to occur.

These directions will take you through each of the steps to set up a scheduled EFT gift to SBCC. (If you are not interested in setting this up for yourself but would still like to enjoy the convenience of automatic payments, contact Laurie Hornbecker at 203-509-4027 or via lhornbecker@aol.com. Laurie will joyfully set up the system for you.)

1. Login to your One Church portal and open your person profile.
2. Click on the giving tab and then schedules



3. Click on “Add New Schedule” in the blue box on the lower left.
4. Enter the amount you wish to give. Select “Pledges Joyful Giving” from the drop-down list.
5. Next designate how often you will give. Choose “One Time” to give the full amount right now. Choose “Recurring” to set up the transaction to repeat on a scheduled basis, weekly, monthly, quarterly etc. If you choose weekly then you would designate the day of the week, Sunday, Monday, Tuesday Wednesday, etc. If you choose monthly then you would designate the date that works best for you, usually the 1st or the 15th of the month.

6. **Important:** Enter the date to start and stop the scheduled electronic fund transfers. For example: To give monthly on the 15th of the month to the Joyful Giving Pledge Campaign, set the start date at 7/15/2021 and the end date at 6/15/2022.

Laurie Testerson
llhornbecker@gmail.com

Give

\$ 100.00 to Pledges Joyful Giving
July 1, 2021 - June 30, 2022

How often?
Recurring

Monthly on the 15th

Starting on July 15, 2021 **Until** June 15, 2022

7. Choose how you want to give, credit card or bank account. Click on your choice to enter your account information.

Give using:

+ New Debit/Credit Card + New Bank Account

8. Enter your Bank Account information. ***Please be careful entering routing and account numbers and double check for accuracy before moving on.***

 New Bank Account

Bank Details ⓘ

Checking

012345678 987654321

Important: Please double check the routing and account number you enter above is correct.

Save bank account info for faster donations next time.

Donor Info

 **Laurie Testerson**
llhornbecker@gmail.com

Giving on behalf of a business?
 Yes No

Add \$0.86 to cover processing fees

 Give \$100.86 monthly

- To choose to cover the processing fees for the eft transactions you would check off the box to the left. This is optional. To complete the setup, confirm that you are giving what you want, when you want, and how you want by clicking the large blue box with the joyful heart.
- All set. You will receive an email confirming your scheduled giving has been set-up and then another email each time a transaction occurs for your account.