

Online Giving

There are two ways to give through myCG:

- Giving while **logged in** (repeat giving is only available if you have logged into your account)
- Giving while **logged out** (referred to as *Public Gifts*)

About Giving Online

1. Click the **Give** menu option on the left
2. Notice that you have three tabs to choose from:

Give Tab

- See below on the details of how to give
- If your screen says that online giving is not setup, contact your church staff for more details on how to give online
- If you are part of the church staff and online giving is not setup, see this [article](#) for details on setting up online giving

Schedules/History Tab

- This page will show **past gifts** and any **scheduled repeating gifts** you have
- Primary Contacts and Spouses can view repeating gifts and transactions for their family members via the **Family view** tab
- Take advantage of the quick access to your **Giving Statement** report

Pledge Tab (not currently using)

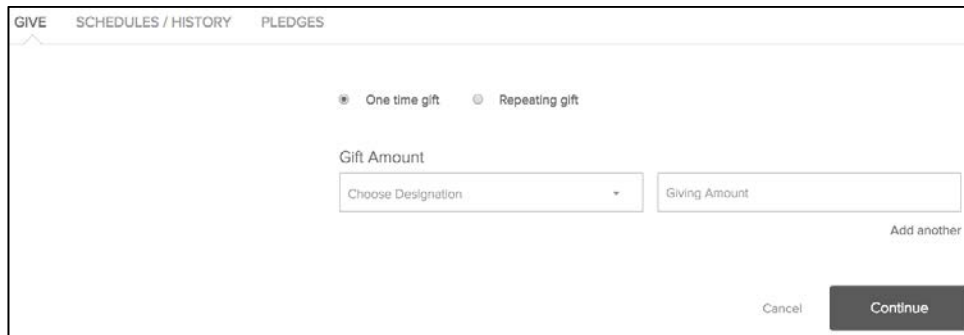
The screenshot shows the 'SCHEDULES / HISTORY' tab in the myCG interface. At the top, there are navigation tabs for 'GIVE', 'SCHEDULES / HISTORY', and 'PLEDGES'. Below this, there are three main tabs: 'Individual', 'Family', and 'Giving Statement'. The 'Family' tab is selected, and a callout points to it with the text 'View Family Gifts'. The 'Giving Statement' tab is also visible with a callout 'Print your contribution statement'. The main content area is divided into two sections: 'REPEATING GIFT SCHEDULES' and 'GIVING HISTORY'. The 'REPEATING GIFT SCHEDULES' section contains a table with one row of data. The 'GIVING HISTORY' section contains a table with two rows of data. A callout points to the 'Cancel' link in the 'REPEATING GIFT SCHEDULES' table with the text 'You can cancel or see details of repeating gifts'.

Campus	Designation	Amount	Next	Frequency	Rem	Last Msg
Beta Campus	General Fund 2011	\$1.00	Oct 18, 2015	Monthly	7	Created Cancel >

Date	Campus	Designation	Type	Amount
Aug 18, 2015*	Beta Campus	Hobbit Holes	Online	\$2.00
Aug 10, 2015*	Beta Campus	Hobbit Holes	Online	\$1.06

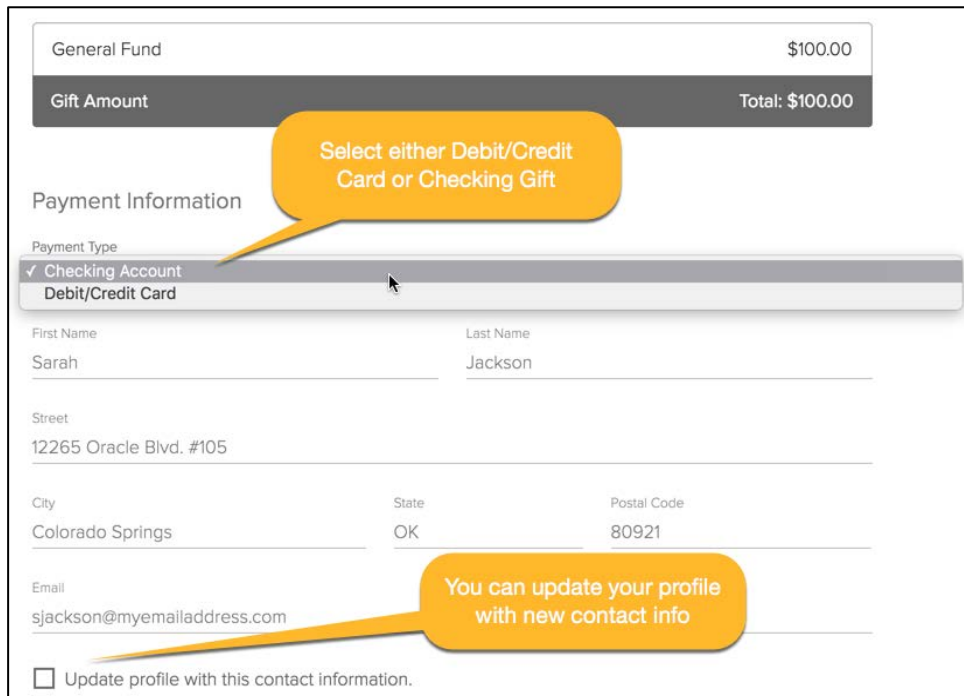
How to Give Logged-In

1. First select either **One-time** or **Repeating Gift**
 - **HINT** - You can select **repeating gift** and choose a future date to give a one-time gift in the future
2. Use the drop down arrow to **select the gift designation**
3. **Enter the Amount** of the Gift
4. You can **split** your gift by clicking the **Add Another** link
5. Click **Continue**



The screenshot shows a web form titled 'GIVE' with tabs for 'SCHEDULES / HISTORY' and 'PLEDGES'. It features two radio buttons: 'One time gift' (selected) and 'Repeating gift'. Below these are two input fields: 'Choose Designation' (a dropdown menu) and 'Giving Amount'. An 'Add another' link is positioned to the right of the 'Giving Amount' field. At the bottom right, there are 'Cancel' and 'Continue' buttons.

6. Next, select Checking Account or Debit/Credit Card by clicking the Payment Type line
7. Your contact information is loaded from your profile
8. Make any changes necessary



The screenshot displays a payment and contact information form. At the top, a summary bar shows 'General Fund' for '\$100.00' and 'Gift Amount' for 'Total: \$100.00'. Below this is the 'Payment Information' section with a 'Payment Type' dropdown menu. The dropdown is open, showing 'Checking Account' (selected with a checkmark) and 'Debit/Credit Card'. A yellow callout bubble points to this dropdown with the text: 'Select either Debit/Credit Card or Checking Gift'. Below the dropdown are fields for 'First Name' (Sarah), 'Last Name' (Jackson), 'Street' (12265 Oracle Blvd. #105), 'City' (Colorado Springs), 'State' (OK), and 'Postal Code' (80921). An 'Email' field contains 'sjackson@myemailaddress.com'. A yellow callout bubble points to the email field with the text: 'You can update your profile with new contact info'. At the bottom, there is a checkbox labeled 'Update profile with this contact information.' which is currently unchecked.

1. For **Debit/Credit Card gifts**, enter your card info

2. The **Save Information** check box is only available for one-time gifts

Card Number

Month
November (11)

Year
2016

Security Code

Save payment information for future use.

One-Time Gifts allow you to save your giving info

Back Continue

1. For **Checking Account gifts**, enter your checking account information
2. Here again, the **Save Information** check box is only available for one-time gifts
3. **Remember** - gifts given from your checking account normally take 2–3 days to process completely so plan end of year giving accordingly

PAY TO THE ORDER OF

\$

⋮ 23456789 ⋮ 1234567890 ⋮ 1234

Routing Number Account Number Check Number

Routing Number Account Number

Confirm Routing Number Confirm Account Number

Save payment information for future use.

I authorize The Connected Church to debit my account for the amount indicated above. I understand that I can cancel automatic payments myself by going to the Financial tab in my profile.

One-Time Gifts have the option to save the giving info

Back Continue

How to Give Logged-Out

1. Use the **Give Online** link from your login page

- Next, enter the **gift designation** and the **amount**
 - Note: there is not option for “Other”
- If you would like to **split** the gift, click the blue **+**
- Click Next

2. Start typing in your credit card number and the system will prompt you to fill out the date, cvv, expiration date and zip code all on the same line
3. Lastly, enter your First, Last name and your Email
4. NOTE - You must login to give via ACH for security reasons
5. NOTE - You must login to use your saved billing info
6. Clicking Submit will take you to the confirmation page

Enter Card Number

Start typing in your CC #. You will be prompted for rest of info.

First Name _____ Last Name _____

Email _____

Fill out rest of info

CANCEL SUBMIT

This screenshot shows a payment form with a grey input field for the card number. A yellow callout bubble points to this field with the text "Start typing in your CC #. You will be prompted for rest of info." Below the card number field are two input fields for "First Name" and "Last Name", and one for "Email". A second yellow callout bubble points to the "Email" field with the text "Fill out rest of info". At the bottom right, there are two buttons: "CANCEL" and "SUBMIT".

VISA 1111 • 03/20 • 222 • 80001

First Name _____ Last Name _____

Kay _____ Wall _____

Email _____

ericgoesfishing@gmail.com|

CANCEL SUBMIT

This screenshot shows the same payment form as above, but with the card number field filled with "VISA 1111 • 03/20 • 222 • 80001". The "First Name" field is filled with "Kay" and the "Last Name" field is filled with "Wall". The "Email" field is filled with "ericgoesfishing@gmail.com|". The "CANCEL" and "SUBMIT" buttons are still present at the bottom right.

7. You will see a pop-up confirming the amount and the last four of your credit/debit card
8. Click **Confirm** to finalize process



1111 • 03/20 • 222 • 80001

First Name

Last Name

Kay

Email

ericgoesfis

Confirm Gift Info

\$20

Kay Wall

VISA ending in 1111

OK SUBMIT

CANCEL CONFIRM