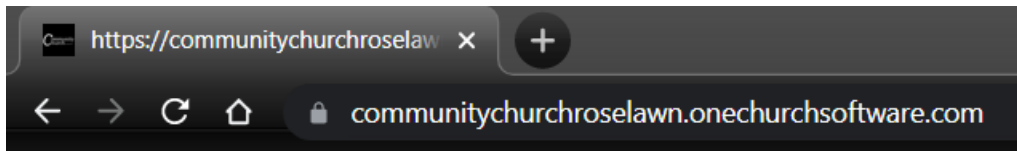


# Setting Up Recurring Giving in One Church

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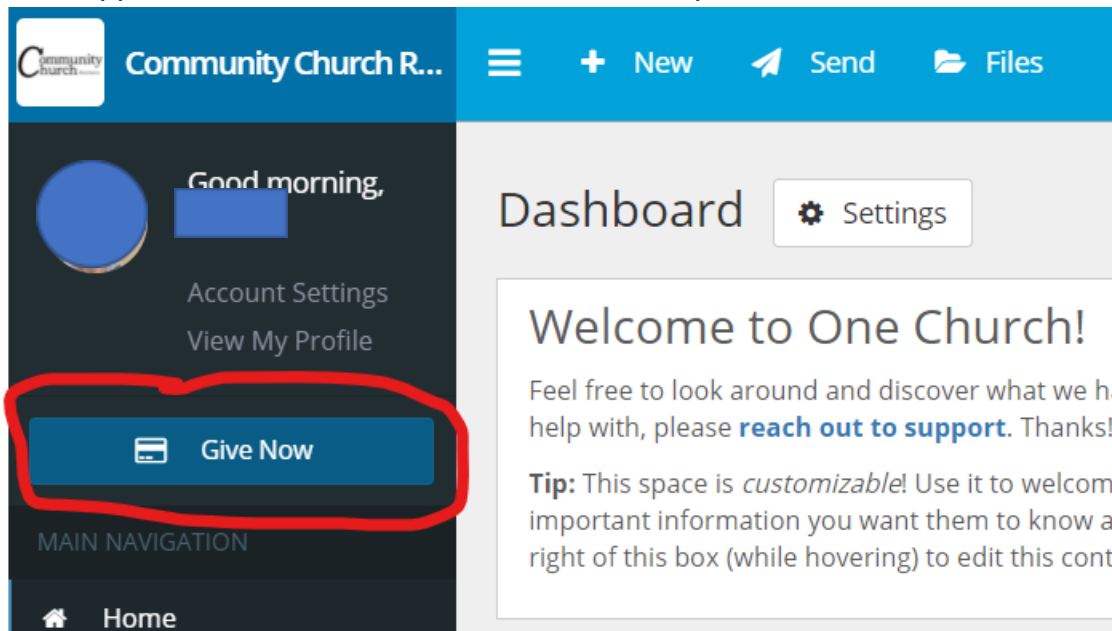
1. Go to <https://communitychurchroselawn.onechurchsoftware.com/>



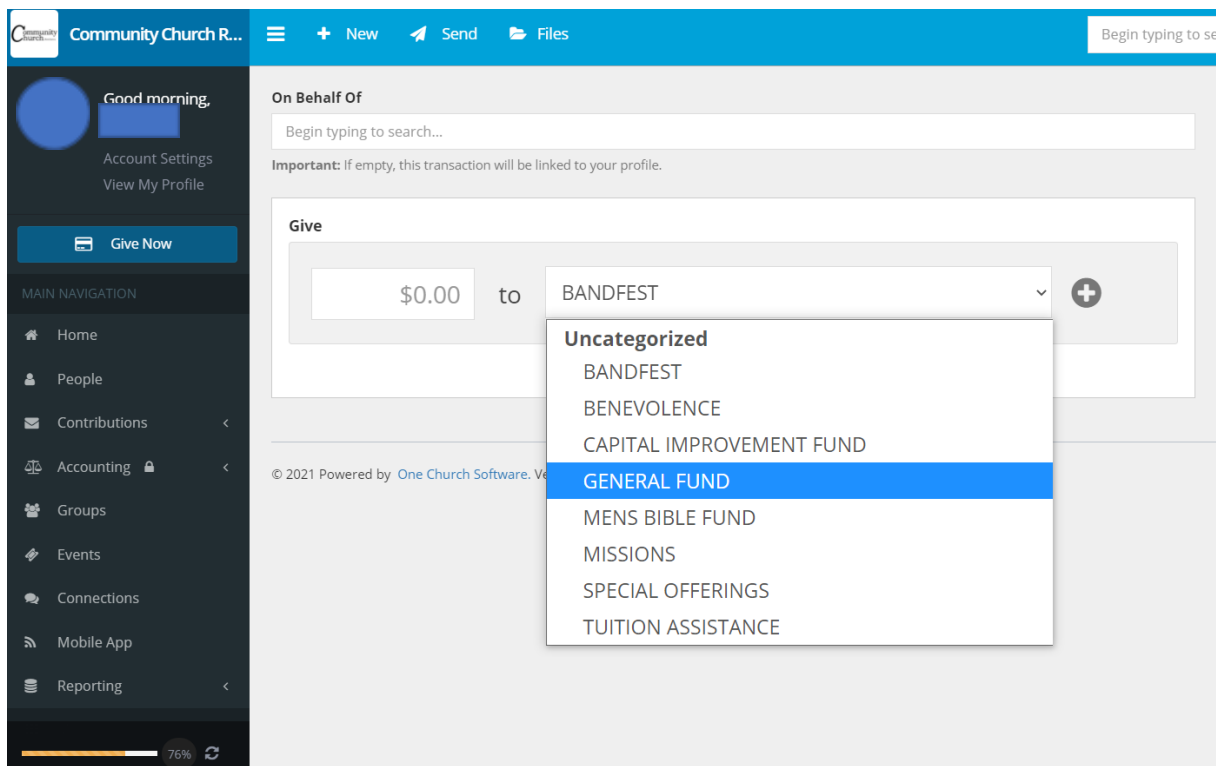
2. Enter your email address and password used for logging in, then click the green “Log In” button

A screenshot of the login page for Community Church Roselawn. At the top is the church's logo. Below it is a white box titled 'Account Login'. Inside this box, it says 'Logging into Community Church Roselawn'. There are two input fields: 'Username or email' and 'Password'. Below the fields are two buttons: a green 'Log In' button and a white 'Register' button. At the bottom of the box are two links: 'Visit public portal' and 'Forgot password?'. At the very bottom of the page, it says '© 2021 Powered by One Church Software'.

3. In the upper left corner is a blue “Give Now” button, please click that



4. Enter the amount you would like to give and use the drop-down menu to select which ministry you would like to give to or select the General Fund



5. If you would like to give to multiple ministries and/or the General Fund, you can add additional lines by clicking on the plus sign (+) next to each line

Give

\$ 100.00 to GENERAL FUND

6. Note that as you add lines and type in the amount you would like to give to each, the total is automatically calculated in the lower right side of the screen

Give

\$ 100.00 to GENERAL FUND

\$ 50.00 to BENEVOLENCE

\$ 10.00 to SPECIAL OFFERINGS

**Total: \$160.00**

7. After you have entered all of the amounts and designations you'd like to give to, use the drop-down menu to select if this is a one-time gift, a recurring gift, or a future one-time gift. Please note that if you are willing and able to, establishing recurring giving helps church leadership to track and plan for steady week-to-week and month-to-month offerings. It also helps make sure that you never forget to give your offering!

How often?

One time

One time

**Recurring**

Once at a future date

- a. If you select “Recurring”, you will then be prompted to enter the frequency, day of the week or month, start and end dates for this recurring gift

How often?

Recurring

Weekly on Sunday

Starting on

August 15, 2021

Until

Forever

- b. If you select “Once at a future date”, you will then be prompted to enter the date you would like the gift to occur on

How often?

Once at a future date


I want my donation to be made on:

8 - August 15 2021

8. Next, you can select the payment method for your gift. The options are by debit card or by bank account (ACH)

- a. Please note that the processing fees are different for giving by debit card (2.7% with no maximum fee) vs. giving by bank account (0.85% with a \$5.00 maximum fee).
- b. Therefore, we encourage you to consider giving by bank account (ACH) if you are able to so that the fees are as small as possible.
- c. If you select giving via debit card, you will be asked to provide the debit card details and your billing address. You can also check the box “Save card info for faster donations next time” to make it easier to give again.

Give using:

 New Debit Card Change

Card Details

Card number MM YY CVC

Billing Address


Street

Save card info for faster donations next time.

City State Zip

- d. If you select giving via bank account (ACH), you will be asked to provide your account information and billing address. You can also check the box “Save bank account info for faster donations next time” to make it easier to give again.

Give using:

 New Bank Account

**Bank Details** ⓘ

Checking

Routing Number

Account Number

**Billing Address**

Street

City

State

Zip

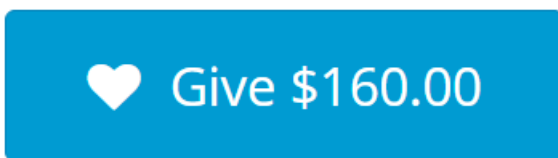
**Important:** Please double check the routing and account number you enter above is correct.

- Save bank account info for faster donations next time.

9. After entering your payment method details, you have the option to cover the processing fee by checking the box
  - a. Note that the processing fee amount listed will vary based on the amount of your total gift and the payment method (debit card or bank account) you select

- Add \$1.37 to cover processing fees

10. Finally, click on the big blue button with labeled “Give” and your total gift amount



11. You will then receive an automated email confirmation\* that your giving transaction has been scheduled. You will receive a second automated email confirmation when the transaction has been processed.

\* **Please note** that if you selected “recurring” or “once at a future date”, you will not receive the second email until the scheduled date of the transaction.

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Thank you for giving and being a part of the culture of joyful generosity here at Community Church Roselawn!