



Giving Online Made Simple

You may give online either at www.simplechurchgiving.net/fbcw, (this link is the most user friendly for all devices); www.thefirstbaptistchurch.com/OnlineGiving, (this site offers all online giving options at one link and is device friendly); or by downloading the **SimpleChurch CRM** App from the App Store.

Compatible devices are: Desktop Computer, Laptop, Tablets, Smart Phones

If you would like assistance call Jan Cochran at 252.946.8074 to schedule a time to meet with her.

Her normal office hours are Mon. & Tues. 8-4; Wed. 8-12

I. Getting Started via the website:

There are two types of accounts for giving online.

Quick Give or Registered Donor

Would you like to give without setting up a donor account? Use “Quick Give”. See Appendix A for a screen shot.

Quick Give does not require you to set up a donor account. This option is good for one time givers, possibly a non-member giving a memorial or making a contribution to a loved one’s mission trip. It is quick and easy.

*Be sure to select the desired fund and then record who the funds are for in the comment/description box if appropriate.

i.e. To make a contribution to the Widow’s Mite Building Fund in memory of John Doe - choose **Memorial** under Fund and record **John Doe/Widows Mite** in the comment/description box. This gives us all the information to credit your gift accurately.

Are you a church member or regular attendee that would like a history of your giving or would like to set up automatic payments? Use “First Time” to set up a registered user account. See Appendix B for a screen shot

A Registered Donor requires a login and password but will give you access to your giving history.

- First Time Donor? Click “First Time” and **setup your Donor Profile**.
- Already a registered donor? Simply enter your Email and Password.
- Forget your password? Click “Forgot Password”.

• **Setting Up Your Donor Profile:** See Appendix B for a screen shot.

- Enter your email address and password.
- Password must be at least 8 characters and must contain a combination of letters and numbers.
- Remember these login credentials! You will need them to access your Donor Profile.
- You will receive a welcome email with your user name and password. Keep this information for logging on.



Making Single Donations - Credit/Debit Cards: *See Appendix C for a screen shot.*

(Credit Cards Accepted: VISA, MasterCard, Discover, American Express)

- Login by entering your email address and password.
- Select which fund you would like to donate to from the drop down list. Enter additional information needed to properly credit your account in the comment/description box.

For Memorials choose Memorial Fund, enter the name and type of memorial such as John Doe/ Widow's Mite

Choose Other for a fund not listed and indicate the name in the description box, enter Acteens in the comment box.

- Enter your donation amount.
- Add your card information and billing details.
- Click "Submit" to process your donation.

Making Single Donations - eChecks: *See Appendix D for a screen shot.*

- Login by entering your email address and password
- Select to "Use Check" located at the top right of your screen or select ACH/eCheck from the drop down menu
- Select which fund you would like to donate to from the drop down list. Enter additional information needed to properly credit your account in the comment/description box.

For Memorials choose Memorial Fund, enter the name and type of memorial such as John Doe/ Widow's Mite

Choose Other for a fund not listed and indicate the name in the description box, enter Acteens in the comment box.

- Enter your donation amount
- Add your bank account information
- Click "Authorize" to submit donation
- You will receive an email confirmation for gifts over \$20. Verify your giving and notify Jan Cochran regarding any errors.

Setting Up Automatic Recurring Donations - Cards Only:

See Appendix E for a screen shot.

- Login by entering your email address and password
- Select "Scheduled Giving" on the left hand navigation
- Select which fund you would like to donate to from the drop down list using the comment/description box as needed
- Enter your donation amount
- Select the frequency, number of installment and start date
- Add your card information and billing details
- Click "Activate Schedule" to start your recurring donation schedule
- You will receive an email confirmation for gifts over \$20. Verify your giving and notify Jan Cochran regarding any errors.



II. Getting Started via the App:

- Launch the app store from your device and search for our app, **SimpleChurch CRM**.
- Make sure your location services are turned ON. When you launch the app, you can search for your organization by typing the organization name and/or zip code, or choose to search for organizations near you.
- Login or create a donor profile to give to your organization

Giving a Donation:

- Once logged in, make a donation by tapping the “+” icon.
- Enter your donation amount.
- Select which fund you would like to donate to from the drop down list. Using the comment/description box as needed
- Select Payment Method
- Tap “Add new payment method” and add your card information and billing details or use the “Quick Scan” feature to scan your card information. You can also input your bank account and routing number if your organization is accepting ACH/eCheck donations.
- Choose your recurrence. You can give a one-time donation or setup a recurring donation from this menu.
- Tap “Give” to process your donation


Other Features:

- You can view your contribution history by tapping the History tab.
- Donor profile settings can be adjusted by tapping the Settings tab.
- Payment methods can be updated here.
- Personal information (name, address) and Account details (email, password, and security pin) can be updated in this tab as well.

Mobile Giving Tips:

You can also use your mobile browser to give. You can visit www.simplechurchgiving.net/fbcw using your mobile browser on your smartphone or tablet to give via the mobile friendly giving website or you can view all options for giving at www.thefirstbaptistchurch.com/onlinegiving.

Appendix A Quick Give Screen Shot



Welcome Guest Secure Login

First Time?
» New User Registration

Quick Give
» No Login Required

Scheduled Giving
» Automatic Recurring Donations

My Account
» My Info, Pledge & History

My Donation

Amount: \$25.50 To: Memorial USE CHECK

[+ Add Another Fund](#)

Additional Information

Other Comments: John Doe - Widows Mite

Card Information

Card Type: Visa

Card Number: 1234567898765432

Card Expiration: 1 / 2017 (month / year)

Card Code: 123 [« Help?](#)

Card Holder Information

Email Address: test@yahoo.com


Name on Card: Bob Jones

Billing Address: 123 Church St. (street address)

Zip Code: 27889

Add 2% to help cover costs of processing?

[Submit \\$25.50](#)



Appendix B First Time/Donor Profile/Registered User Screen Shot



First Time? Secure Login

First Time?
» New User Registration

Quick Give
» No Login Required

Scheduled Giving
» Automatic Recurring Donations

My Account
» My Info, Pledge & History

Welcome to Online Giving

If this is your first time giving online, simply fill in your basic information below. Next time, you'll get to skip this step!

First Name:

Last Name:

Address Line 1:

Address Line 2:

City, State / Zip: NC

Phone Number:

Email Address:

Password:

Confirm Password:

Your email address will become your user name when you sign in. This email address will also receive confirmations.

[Submit](#)



Appendix C Making Single Donation—Credit/Debit Cards Screen Shot

Appendix D Making Single Donation—eChecks Screen Shot

Appendix E Setting Up Recurring Donations—Cards Only Screen Shot