

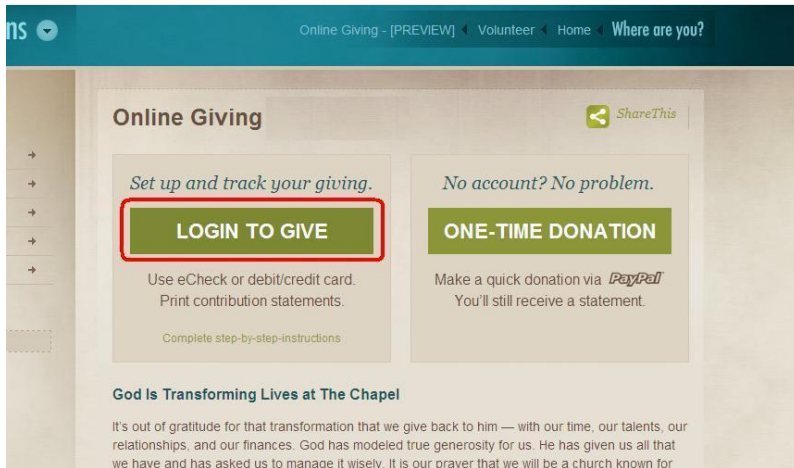
Online Giving

Step by Step Instructions

1. Go to: <http://www.chapel.org/giving>

2. Click “Login to Give” button

Important: If you’d rather do a one-time donation and/or do not wish to set up an account, please click the “One Time Donation” button on the right (shown below). In this case, please use the step-by-step instructions [for a one time donation](#). The instructions in this document can aid you in setting up a recurring gift that you’ll be able to stop or change at any time.

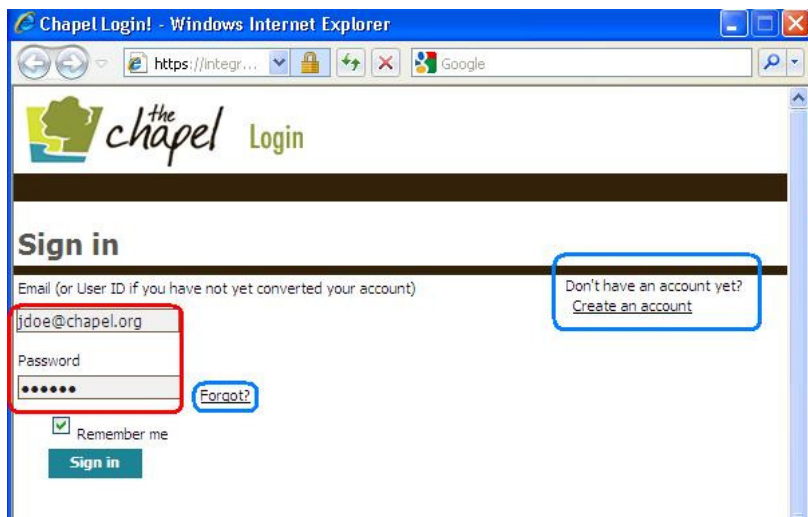


If you’ve already created an account, enter your email and Password to sign in. **If you’ve previously registered for an event through chapel.org or have had any other online activity at our site which required you to sign in, this is the same id. There’s no need to create a new account.**

If you’ve simply forgotten your password, you can click on “**Forgot?**” (circled in blue below) to retrieve your password.

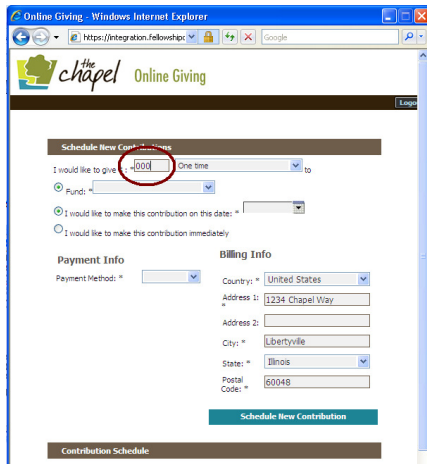
If you have not already created an account, click on “**Create an account**” on the right-hand side of the “Login” screen (circled in blue below) and follow the steps to create an account.

***Tip: You may want to disable your pop-up blocker if you can't see the Login pop-up.**

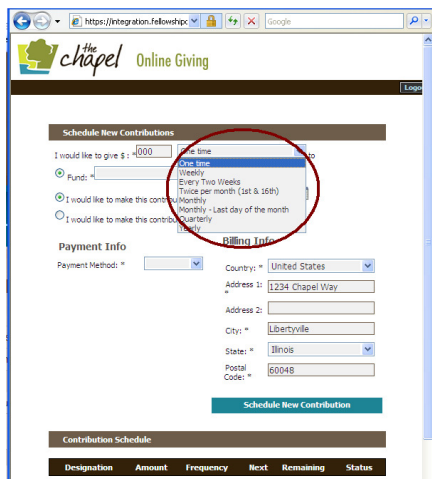


3. You are now logged in! The “Schedule New Contributions” pop-up box will appear. In this section, you will be able to choose the amount, the frequency of your gift (one-time or recurring), the fund you choose to give to, the date(s) you choose to give it and your payment method. We’ll look at each of these selections one by one:

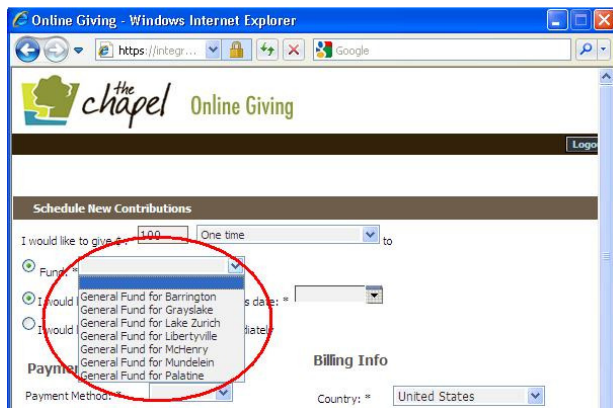
a. Enter the amount you wish to give in the “I would like to give \$:” box.



b. Choose the frequency of the gift you would like to give. You can choose from: One Time, Weekly, Every Two Weeks, Twice per Month (1st & 16th), Monthly, Quarterly or Yearly.



c. In the “Fund” drop-down menu, choose the campus you regularly attend (or the campaign, if applicable). For example, if you regularly attend the Grayslake campus, choose “Gen Fund for Grayslake” from the drop-down menu.



- d. If you choose the “I would like to make this contribution on this date” selection, you can also pull up a calendar by clicking to the right of the date box.

- e. In lieu of choosing a date, you can select “I would like to make this contribution immediately” instead.

4. Choose your payment method. You can choose from: Visa, MasterCard or eCheck in the drop-down box.

- a. **When selecting Visa or MasterCard:**

- 1) Fill in the cardholder’s name, the card number, the expiration date and the CV number (the 3-digit number located on the back of the card, to the right of the signature block).
- 2) Click the “Submit Payment Now” button in the lower right hand corner of the screen.

b. **When selecting eCheck:**

- 1) Fill in your bank name, routing number and account number as outlined in the example below.
- 2) To authorize the transaction, type "AGREE" in the box on the lower left-hand side of the page.
- 3) Click "Submit Payment Now" button in the lower right hand corner of the screen.

Make a Contribution

I would like to give \$: One time

Fund:

I would like to make this contribution on this date:

I would like to make this contribution immediately

Payment Info

Payment Method: Country:

Financial Institution: Address 1:

Routing Number: Address 2:

Account Number: City:

Re-enter Account Number: State:

Postal Code:

Phone Number:

By typing the word "AGREE" in the field below and submitting the form, you authorize an electronic debit from your checking account to be processed through the regular banking system. I understand my agreement remains in effect until I modify the contribution either through this web service or by direct contact with The Chapel.

5. You will then see a confirmation screen stating: "Your payment was successfully processed. Thank you for your contribution."

the chapel Online Giving

Your payment was successfully processed. Thank you for your contribution.

Schedule New Contributions

I would like to give \$: One time

Fund:

I would like to make this contribution on this date:

I would like to make this contribution immediately

Payment Info

Payment Method:

Country:

Address 1:

Address 2:

City:

State:

Postal Code:

Contribution Schedule

Please note: If this is your first time giving online, but you have previously given to The Chapel, your previous giving history will not immediately show on the screen. Please give our Data Team 5 business days to link up your online giving records with your past giving records.