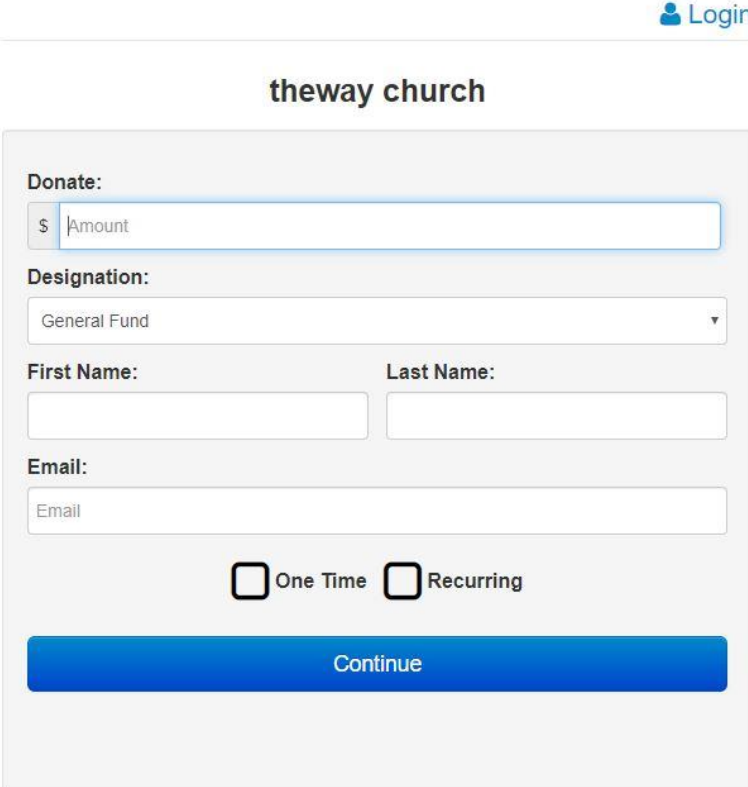


Set-up Your Giving Account in ChurchTeams

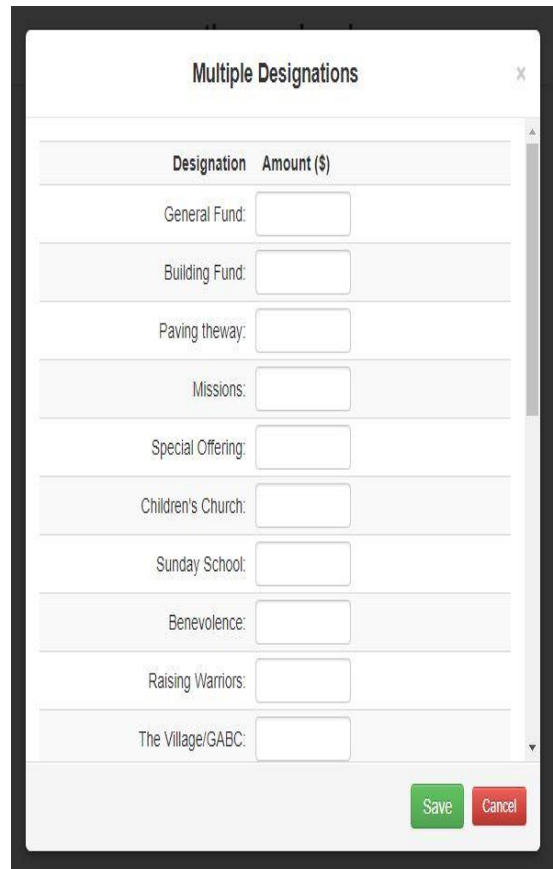
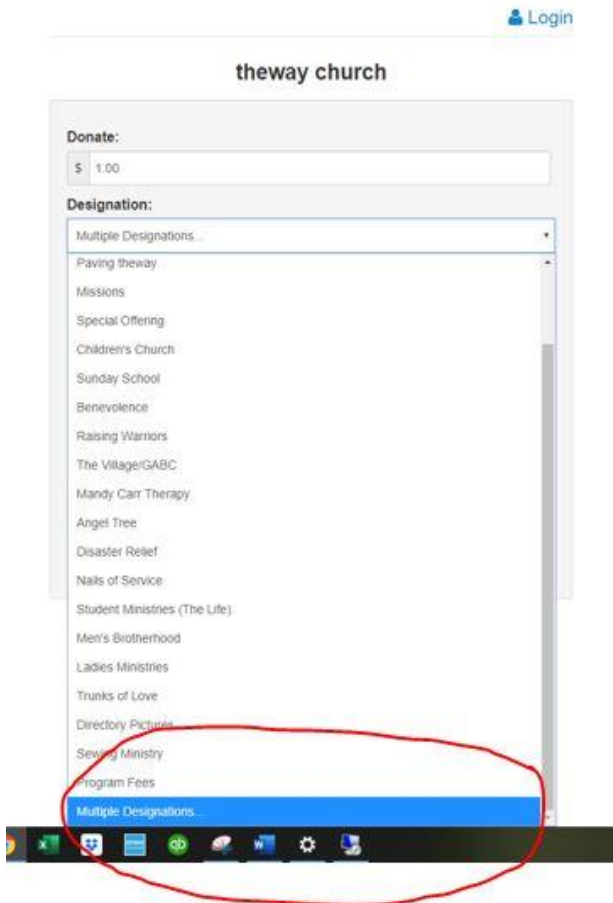
1. Click on the link in the email, or go to our website at www.thewaychurchal.com and click on the heading "GIVE". Then click on the "give" icon. It will take you to a page that looks like this.



The screenshot shows a web form for setting up a giving account. At the top right, there is a "Login" link with a person icon. The form is titled "theway church" and contains the following fields and options:

- Donate:** A text input field with a dollar sign icon and the placeholder text "Amount".
- Designation:** A dropdown menu currently showing "General Fund".
- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field with the placeholder text "Email".
- Frequency:** Two radio button options: "One Time" and "Recurring".
- Continue:** A large blue button at the bottom of the form.

2. Key in the amount, choose the fund from the drop-down list (want to give to multiple funds? See Step 3 below), enter first name, then last name, and email address. If you just want to give this one time, click the "One Time" box. If you'd like to give automatically weekly, bi-weekly, monthly etc., click the "Recurring box". Then click "Continue."



3. If you want to give to more than one fund, scroll to the bottom of the Designation drop-down list and click on "Multiple Designations". Then enter the amount for each fund you want to give to and click "Save".

theway church

Donate:
\$ 1.00

Designation:
General Fund

First Name: Cyndi **Last Name:** Hardy

Email:
theway.chardy@gmail.com

One Time Recurring

Recurring:
Select Frequency

Start Date: 02/13/2020 **End Date: (optional)**

Notes:

Continue

4. If you chose to give "One Time" go to step 5. If you chose "Recurring", choose how often you'd like to give automatically from the "Select Frequency" drop-down box. Enter the date you want the auto draft to start. You can choose an end date as well, but it is not required. If you have any special requests or just a note to yourself about this entry, you can enter it in the "Notes" section. Click "Continue."

Account Details

Bank Account Credit/Debit

Routing Number: Account Number:

Checking Savings

Save Account

Give \$1.00
for General Fund starting 02/16/2020
recurring biweekly

Account Details

Bank Account Credit/Debit

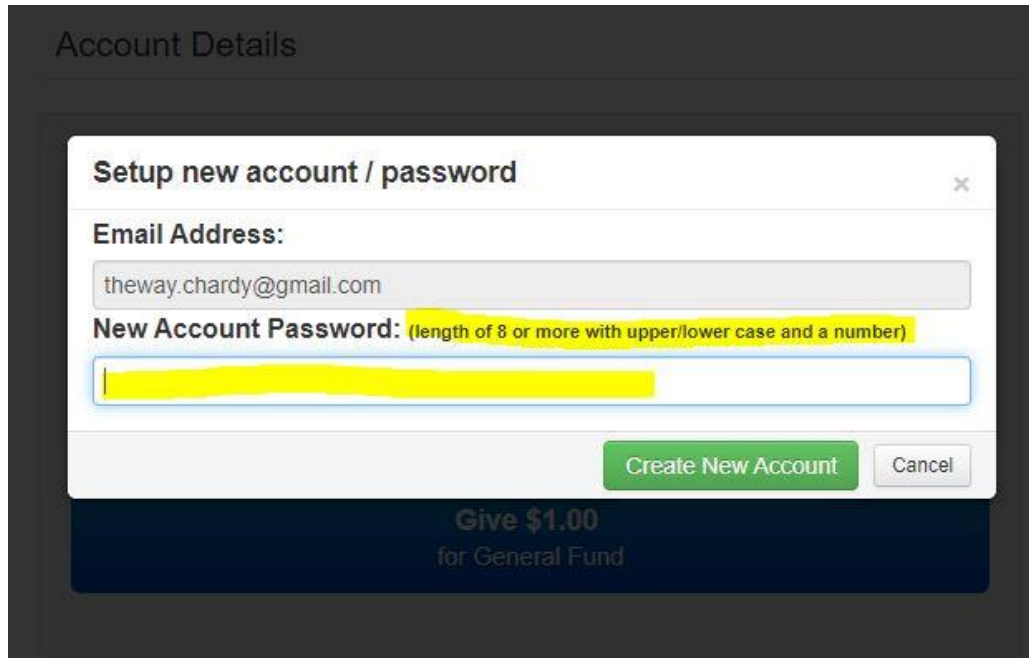
Credit/Debit Card Number:

Expiration (mm/yy) CVV / Security Code:

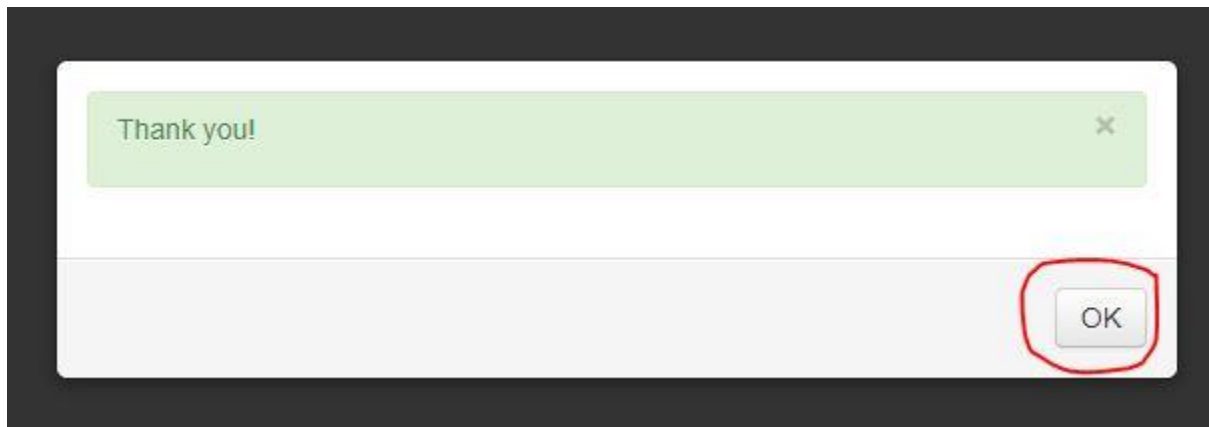
Save Account

Give \$1.00
for General Fund starting 02/16/2020
recurring biweekly

5. Choose "Bank Account" or "Credit/Debit" and enter the requested information. Be sure to click "Save Account" if you want your info to be saved. Otherwise, you will have to enter it each time. Then click on the blue "Give" button. At that time, you will be prompted to Setup a new account and password.



6. Enter your email address. This will now be your Login name for your ChurchTeams giving account. Create a password (must be at least 8 characters with upper/lower case and a number). Please write this down so you can get into your account later. Then click on the green, "Create New Account" button. You will receive the response below. Then click OK.



7. You are now set up to Give in ChurchTeams.