

Woodland Hills Church – Online Giving Instructions

- Create an account or login to an existing account.
- Click on **Your Giving.**

To make a one-time donation click on **Give Now**

The screenshot shows a web form for online giving. It is divided into two main sections: 'Where to Give' (Choose which causes to support) and 'Review & Confirm' (Finalize your contribution). The 'Where to Give' section includes a dropdown menu for 'Give to...', a text input for 'Amount', and a summary row showing 'Total \$0.00'. Below this, there are radio buttons for 'Personal check' (selected) and 'Bank card'. The 'Review & Confirm' section contains input fields for 'Phone number', 'Routing number' (123454321), and 'Account number' (0123454321). A visual representation of a routing and account number is shown below, with labels 'ROUTING #' and 'ACCOUNT #'. A note states: 'Note: Electronic charges can only be made through personal checking accounts. Please don't use a business account.' At the bottom, there are 'Cancel' and 'Continue' buttons. A blue arrow points from the 'Continue' button in the screenshot to the 'Continue' step in the instructions below.

- Designate the Fund & Subfund you wish to contribute to. Enter the amount.
- If you wish to donate to a second fund click **Add Another**
- Choose your giving method. Personal Check or Bank Card.
- Enter your bank account or credit card information as prompted.
- Click **Continue.**
- Review & Confirm. Click **Process Payment.**
- You will receive an email confirming your donation.

To Set Up A Recurring Schedule

- Click on **Schedule Giving**
- Designate the Fund & Subfund you wish to contribute to.
- If you wish to donate to a second fund click **+ Add Another**
- Click **Continue >>**
- Enter How often you would like to give. Enter the start date. You can also enter an end date.
- Click **Continue >>**

- Choose your giving method. Personal Check or Bank Card.
- Enter your bank account or credit card information as prompted.
- Click **Continue >>**
- Review & Confirm

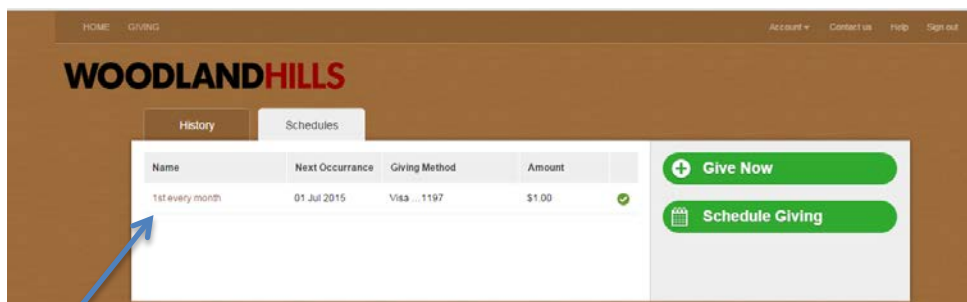
- If needed you can edit Occurring, Amount or Payment information by clicking **Edit** to the right of the category.
- Read the statement at the bottom of the page and then click the box.
- Click **Process this schedule.**

To Edit Your Existing Online Giving Schedule

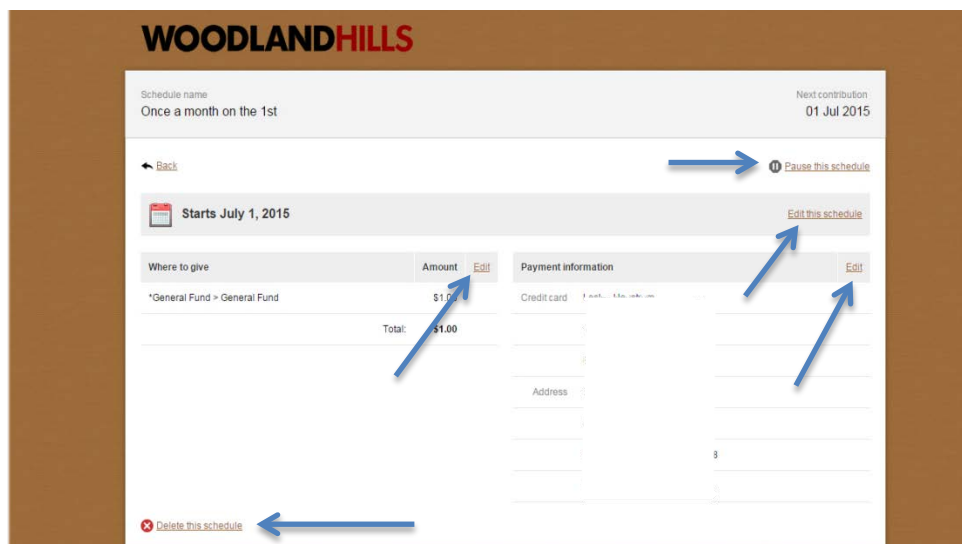
- Login to your account.
- Click on **Your Giving**.



- Click on the Schedules tab



- Click on the schedule name



- You can pause your schedule.
- You can edit the occurrence, amount and payment information
Editing the payment information allows you to enter a different or new credit card number and updated expiration dates.
- You can also delete the schedule.