Frequently Asked Questions

How do I:

- Create a new login account?
- Log in to my existing account?
- Make a one-time online donation?
- Make an online donation?
- Make a recurring online donation?

Make an Online Donation:

1. At gracepresbyterian.net, click **GIVE ONLINE**.

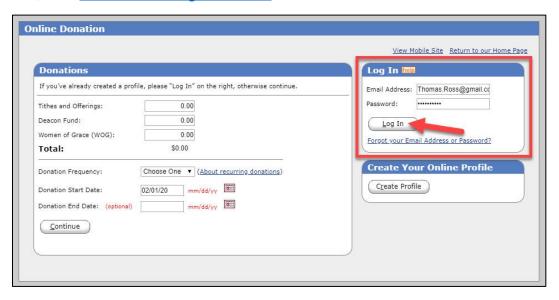


The Online Donation app appears.

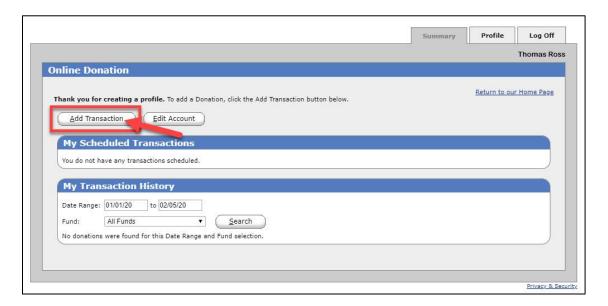


- 2. If you have an existing account, in the Login area:
 - a. At the Email Address field, enter your email address.
 - b. At the Password field, enter your password and click Log In.

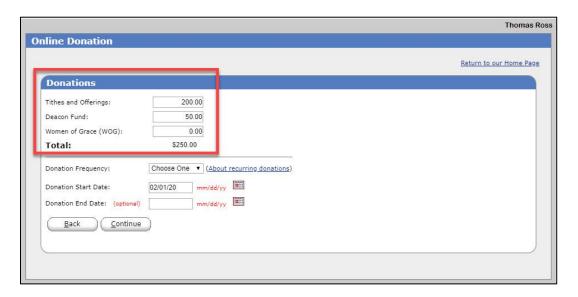
Note: You must have an account to make an online donation. If you do not have an account, click <u>Create a New Log in Account</u>.



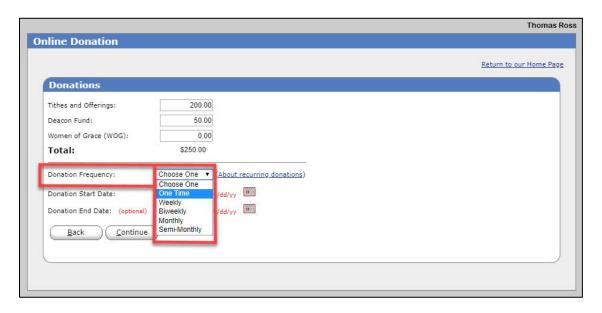
3. In the Online Donation area, click **Add Transaction**.



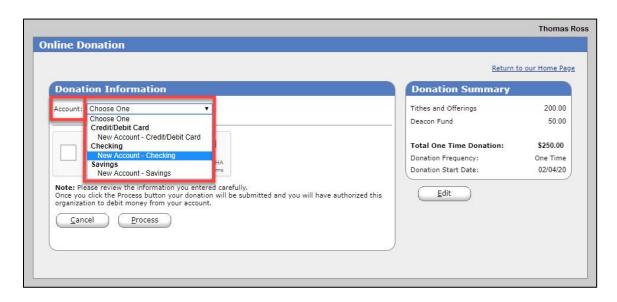
4. In the Donations area, enter the amounts you want to donate.



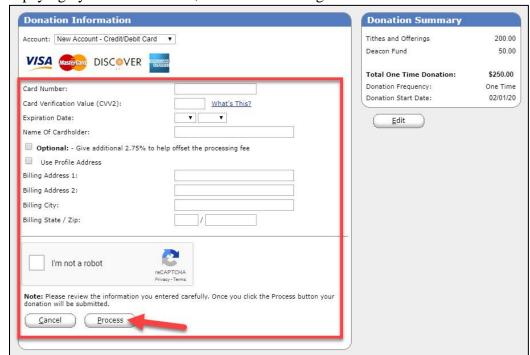
- 5. At the **Donation Frequency** field, select to make a one-time donation or a recurring donation and click **Continue**.
 - If you are making a recurring donation, enter the **Donation Start Date** field. The **Donation End Date** field is optional.



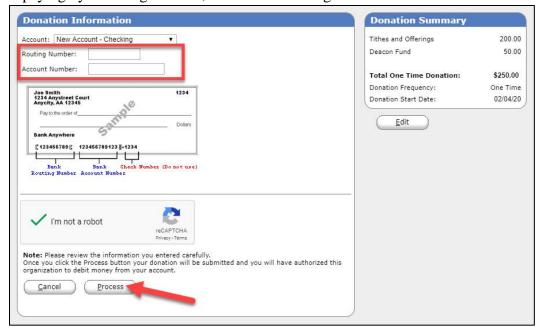
6. In the Donation Information area, at the **Account** field, select how you want to pay for the donation.



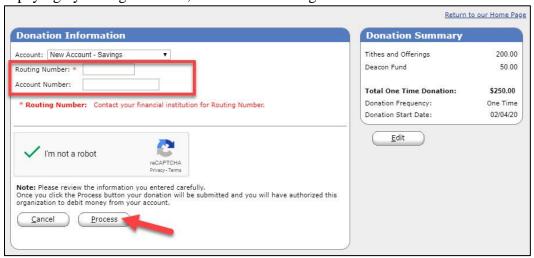
• If paying by credit/debit card, enter the following fields and click **Process**.



• If paying by checking account, enter the following fields and click **Process**.



• If paying by savings account, enter the following fields and click **Process**.



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Make a One-time Online Donation:

1. To make a one-time donation at gracepresbyterian.net, click **GIVE ONLINE**.

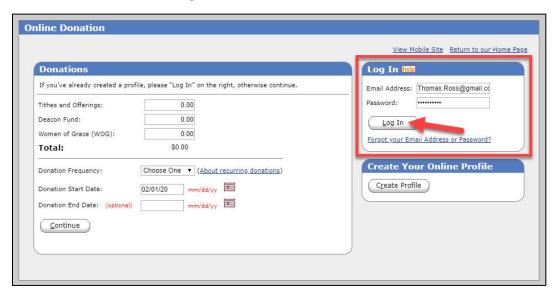


The Online Donation app appears.

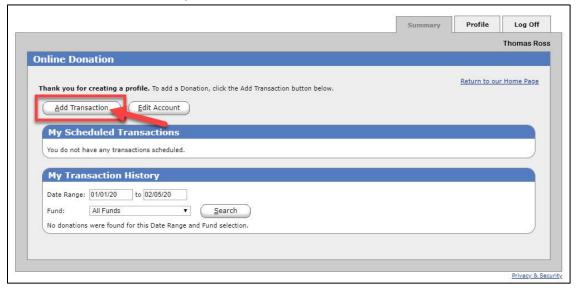


- 2. If you have an existing account, in the Login area:
 - a. At the Email Address field, enter your email address.
 - b. At the Password field, enter your password and click Log In.

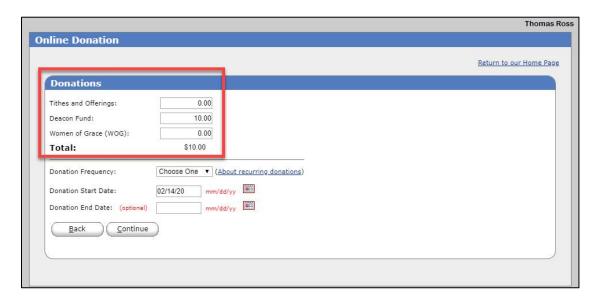
Note: You must have an account to make an online donation. If you do not have an account, click <u>Create a New Log in Account</u>.



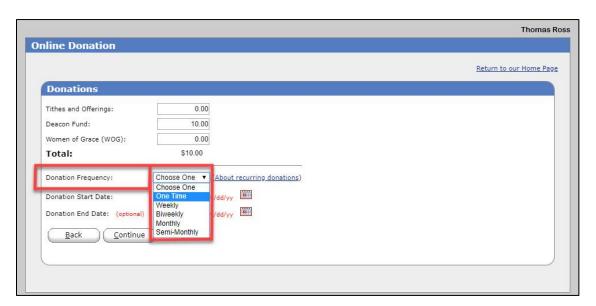
3. In the Online Donation area, click **Add Transaction**.



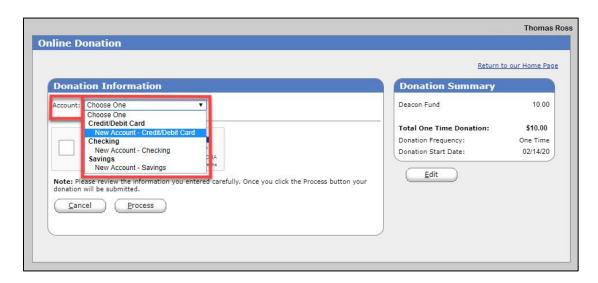
4. In the Donations area, enter the amount you want to donate.



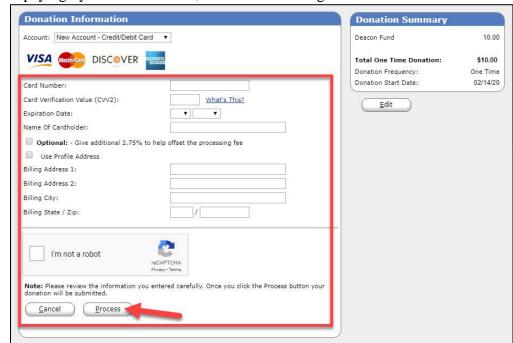
5. At the **Donation Frequency** field, select **One Time** and click **Continue**.



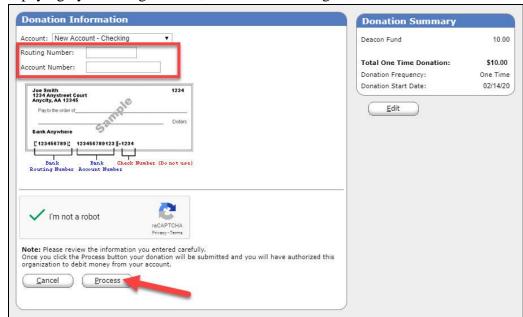
6. In the Donation Information area, at the **Account** field, select how you want to pay for the donation.



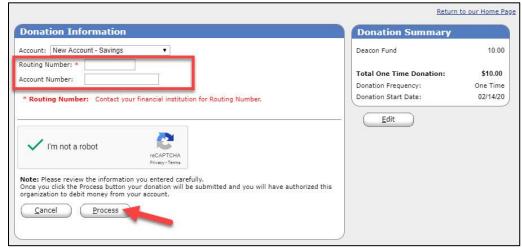
• If paying by credit/debit card, enter the following fields and click **Process**.



• If paying by checking account, enter the following fields and click **Process.**



• If paying by savings account, enter the following fields and click **Process**.



7. Your donation is processed and a confirmation appears.



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Make a Recurring Donation

You can set up a donation to occur automatically on a weekly, bi-weekly, monthly, or semi-monthly basis.

1. At gracepresbyterian.net, click **GIVE ONLINE**.

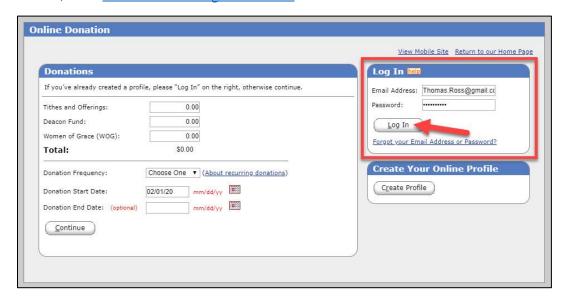


The Online Donation app appears.

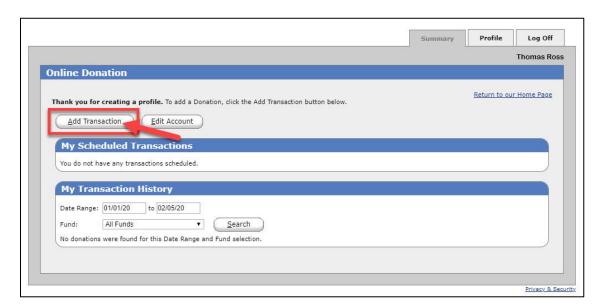


- 2. If you have an existing account, in the Login area:
 - a. At the Email Address field, enter your email address.
 - b. At the **Password** field, enter your password and click **Log In**.

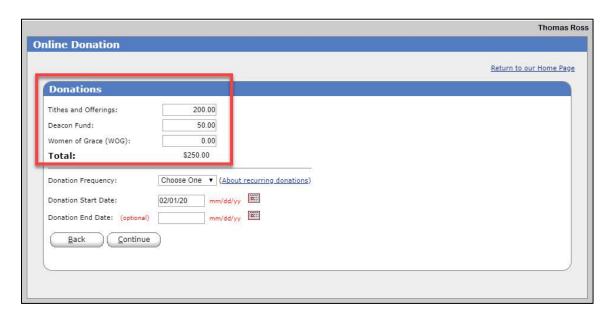
Note: You must have an account to make an online donation. If you do not have an account, click <u>Create a New Log in Account</u>.



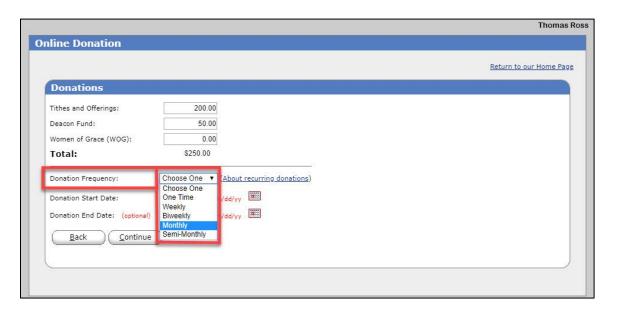
3. In the Online Donation area, click **Add Transaction**.



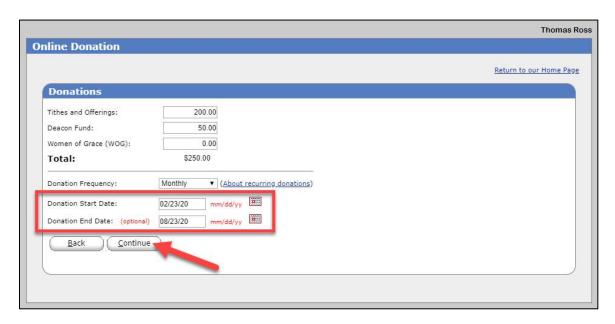
4. In the Donations area, enter the amounts you want to donate.



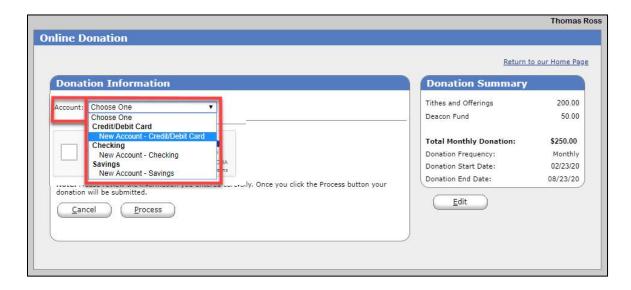
5. At the **Donation Frequency** field, select the frequency you want your donation to automatically occur.



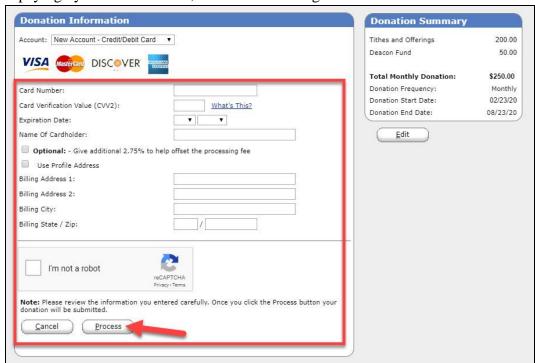
6. At the **Donation Start Date** field, enter the start date.**Optional:** At the **Donation End Date** field, enter the end date and click **Continue**.



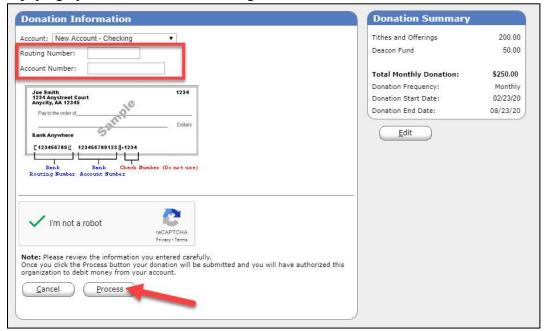
7. In the Donation Information area, at the **Account** field, select how you want to pay for the donation.



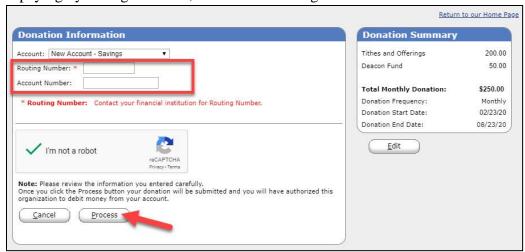
• If paying by credit/debit card, enter the following fields and click **Process**.



If paying by check, enter the following fields and click Process.



• If paying by savings account, enter the following fields and click **Process**.

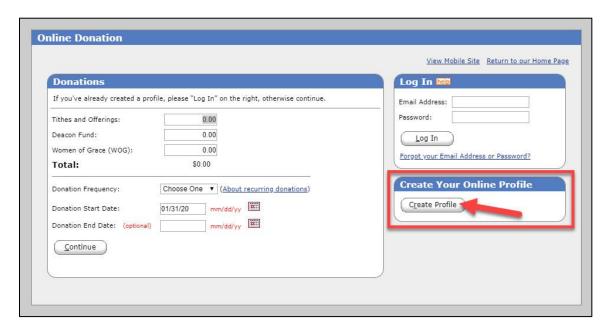


You have set up a recurring donation, and it will process automatically at the time interval (weekly, bi-weekly, monthly, semi-monthly) you selected.

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Create a New Log in Account:

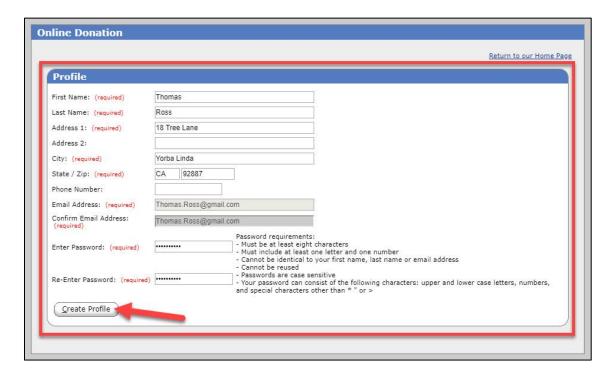
1. In the Create Your Online Profile area, click Create Profile.



- 2. In the Create Profile area:
 - a. At the Email Address field, enter your email address.
 - b. At the **Confirm Email Address** field, enter your email address again and click **Continue**.



3. In the Profile area, enter the required information and click **Create Profile**.



4. You have successfully created your online account and can now <u>make a donation</u>.



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Log In To My Existing Account

- 1. In the Login area:
 - a. At the **Email Address** field, enter your email address.
 - b. At the **Password field**, enter your password and click **Log In**.



2. In the Online Donation area, you can now <u>make a donation</u>.

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