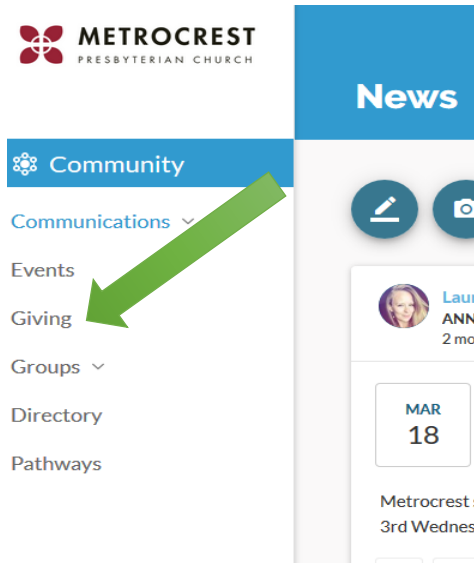


How to Use Realm Online Giving

- I. Log into Realm at www.onrealm.org
(For instructions to from the website, please see “Tips and Tricks” at the bottom)

- II. Click on the GIVING TAB located on the left tool bar



WHY DO I HAVE TO SET UP AN ACCOUNT AND PASSWORD?

Quite simply... it's for your security. Setting up an account with a password allows you to enter the secure area of the website for your transaction.

HOW LONG WILL IT TAKE FOR YOU TO PROCESS MY DONATION?

For all donations (online, cash, check, weekend service, by mail, etc.), please allow one week for your donation to clear your account and appear on your giving statement. If you do not see that it has gone through after one week, please contact us so that we can investigate the issue.

CAN I REVIEW MY DONATION HISTORY ONLINE?

Yes, simply sign-in here. If this is your first time signing in, this screen will allow you to set up a new account. Once logged in you can view and print your giving statement at any time.

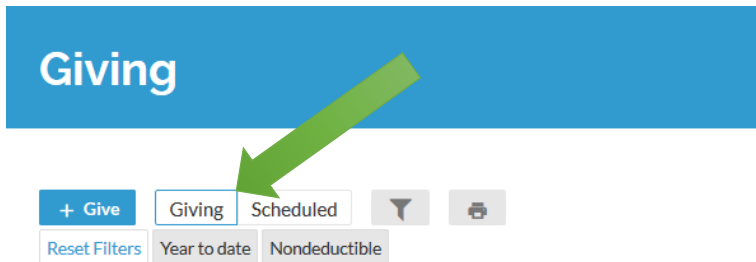
WHAT IS THE DEADLINE FOR ANNUAL CONTRIBUTIONS?

All contributions must be received or postmarked by midnight on December 31st to be included on your giving statement for the current year.

IF I GIVE TO THE CHURCH, WILL I RECEIVE A TAX RECEIPT?

Every donation is recorded in our financial database. If you make a tax-deductible contribution to the church, we will send you a year-end statement. Statements are mailed to your home address in January. To ensure that you receive your statement, call to confirm your address. You can view your year-to-date statement any time by signing in here.

III. Click on the + GIVE button on the top left



- IV. Complete the screen as you wish. You can donate to Life Change or to tithe, choose Operating Fund. You can choose a one-time donation or create a scheduled donation. Then Click CONTINUE.

The screenshot shows a donation form with the following elements:

- Title:** How much would you like to give?
- Amount:** \$ 1.00
- Fund:** A dropdown menu is open, showing "OperatingFund" as the selected option, with "Life Change" as an alternative.
- Frequency:** A row of buttons for "GIVE ONCE", "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH", "TWICE A MONTH", and "EVERY 3 MONTHS". "EVERY WEEK" is selected.
- Start date:** A calendar icon followed by the date "3/21/2020".
- Buttons:** "+END", "CANCEL", and "CONTINUE".
- Total:** Total: \$1.00

- V. The next screen you may enter your credit card number.

TIPS AND TRICKS:

- From the main screen you can access what you have currently tithed.
- If you click on SCHEDULED tab, you may view any future payments scheduled.
- To give online from the website, please go to www.metrocrestchurch.org
 - o Click on the WORSHIP tab at the top
 - o Click on the GIVE ONLINE tab on the drop down menu
 - o This will take you to Realm (step IV above)

FREQUENTLY ASKED QUESTIONS

HOW CAN I GIVE?

Families can continue to support the church and the ministries by either going online to tithe or mail a check to the church office (1265 E. Hebron Parkway, Carrollton, TX 75010)

I DO NOT KNOW MUCH ABOUT REALM. CAN YOU TELL ME MORE?

Sure – go to <https://www.acstechnologies.com/products/realm> and take a virtual tour to learn more about Realm. This is the program MPC uses to provide information to our members and regular visitors!

ARE THERE ANY FEES TO GIVE ONLINE?

No, you will not be charged any fees for using this service. If you choose to, there is an option to pay for the fee the church incurs for each transaction. However, that is not automatic.

IS IT SAFE TO GIVE ONLINE?

Giving online is just as safe, if not safer than writing a check, because an electronic gift cannot be lost, destroyed, or stolen. When you give online you will be taken to a secure and private page hosted by ACS Technologies. The Church does not receive any account numbers and you can be assured that the rest of your information will remain private.

Do your part to help us keep your information safe by protecting your log-in information and never allowing someone access to your account. The Church will never call you to ask for your log-in information.

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