## SIGNING UP ON ONLINE GIVING

In order to use online giving it's necessary to set up an account. This is done at the same time that you make your first contribution. To get started, open the web page at <u>www.stmatthewsraytown.org</u> On the menu line at the top of the page you will see a button on the right side that is called "Online Giving". Click on this button and it will take you to a screen like the one shown below. You will use this screen every time you sign on to make a contribution. Enter you email address and a password. The password must be at least 8 characters long and contain at least one capital letter, one small letter, one number and one symbol. Then click "Register Now" at the bottom of the box.



If you're signing in for the first time, you'll get the page shown below. Use the same email address and password that you used on the page above. Click on "Create Account".



You will receive an email from Abundant asking you to complete you registration by clicking on a verification link. Your account is now set up.

Next you will see the contribution page. You can enter the amount that you want to give and specify the account that it needs to go to. You can select the account from the drop down list. You can also select just one contribution at this time, or you can schedule a weekly or monthly schedule. If the fund you want to use is not shown in the drop down list, select "general pledge", and let the treasure or counter know where you want it to go and it will be changed. Click on "Continue"

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The next page is where you enter the credit card number or the bank account number that you want to use. You can select the method you want to use, and then you'll be asked for the card number or the checking account and routing number based on the selection you have made.

Click on continue, and congratulations you have set up your account and made you first contribution. Making future contributions is much simpler. Click on "Online Giving" on the web page, put your email and password in the sign in page, and you'll go directly to the contribution page.

To use a smart phone you'll need to look for the app "Abundant ACS Technologies" in your appropriate play store. Follow the instructions given above to setup your account and make contributions.

You can give directly to your default text giving form by texting the keyword **STMATTGIVE** to **73256** and follow the instructions.

If you have any problems feel free to call: Dave Macey