FIRST PRESBYTERIAN CHURCH KALAMAZOO

Instructions for processing automatic recurring giving online.

From the Home page, select **Stewardship** in the upper right-hand corner.

On this page click **Give Online Here** in the lower left of the page.

You'll be brought to a page that looks like this.   Click on the down arrow (triangle pointing downward) in the **Choose a Fund** box

First click to select **General Budget** and then put the amount in the box under **AMOUNT**. Then check the **Make this gift recurring** box. You'll be asked for the intended frequency (weekly, bi-weekly, monthly, etc.) of your gift a bit later. Click the blue **SUBMIT** button.

You'll be brought to this page. Ignore the upper part of this page and click on **REGISTER FOR AN ACCOUNT** at the bottom of the page.

Register for an account

If this is your first time giving online, provide the information below to create your ShelbyNext | Giving account.

In order to register with your phone number, a secure pin must be sent to your device and provided below when prompted.

FIRST NAME

LAST NAME

ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS   *optional if using phone number*

PHONE NUMBER   *optional if using email address*

Email address used for sign in and receiving confirmation emails

Phone number used for sign in.

CANCEL   REGISTER

On this page, fill in your name, address, email address or phone number and password.
Then click on the blue **REGISTER** button.

This is the first part of the next page you'll see. Select **General Budget** from the box under **FUND**. The amount of your gift will display in the box under **AMOUNT**.

Check the box if you want this to be a recurring give, and if so, select how frequently you want to submit your gift in the box under **Recurring Gift Details.**

If you scroll down, this is the next part of the page.

Click in the box under **START DATE** and input a date to start giving. If you click on the dark blue box a calendar will appear from which you can select a date.

Next choose either Credit Card or Bank Account as your method of giving in the box under **I'd Like to Give By.** If Credit Card, fill in the necessary card and billing information as shown below.

I'd Like To Give By

Credit Card

Credit Card
Bank Account

Arnold Becker

CARD NUMBER

0000 0000 0000 0000

EXPIRATION

Month   Year

CVV2

Billing Information

STREET ADDRESS

PO Box 900

ZIP CODE

49081

EMAIL ADDRESS

aobecman@gmail.com

PHONE NUMBER *optional*

☑ Save Card

If Bank Account, fill in the necessary bank account and billing information as shown below.

I'd Like To Give By

Bank Account

NAME ON ACCOUNT

Arnold Becker

ACCOUNT TYPE

Please select one...

ROUTING NUMBER

ACCOUNT NUMBER

Billing Information

STREET ADDRESS

PO Box 900

ZIP CODE

49081

EMAIL ADDRESS

aobecman@gmail.com

PHONE NUMBER *optional*

✓ Save Account

TOTAL: **$100.00**

Finally, hit the blue **SUBMIT** button, and you're finished.