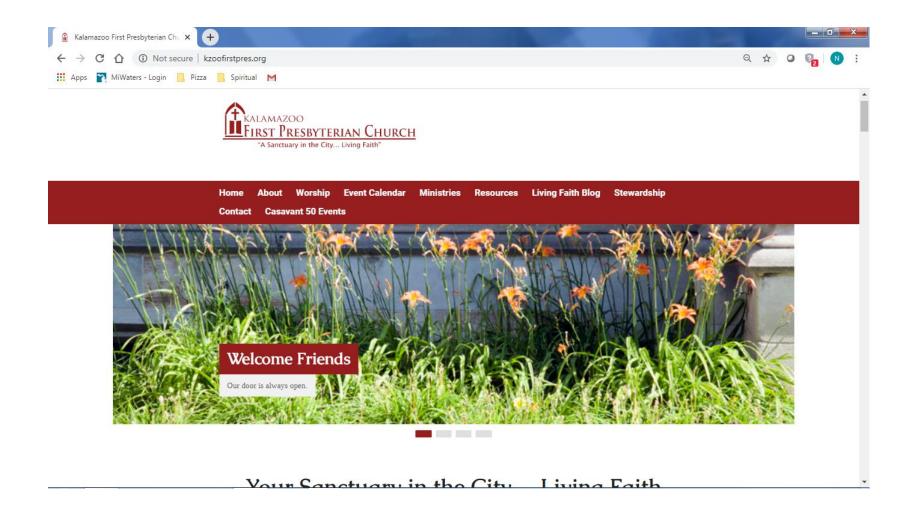
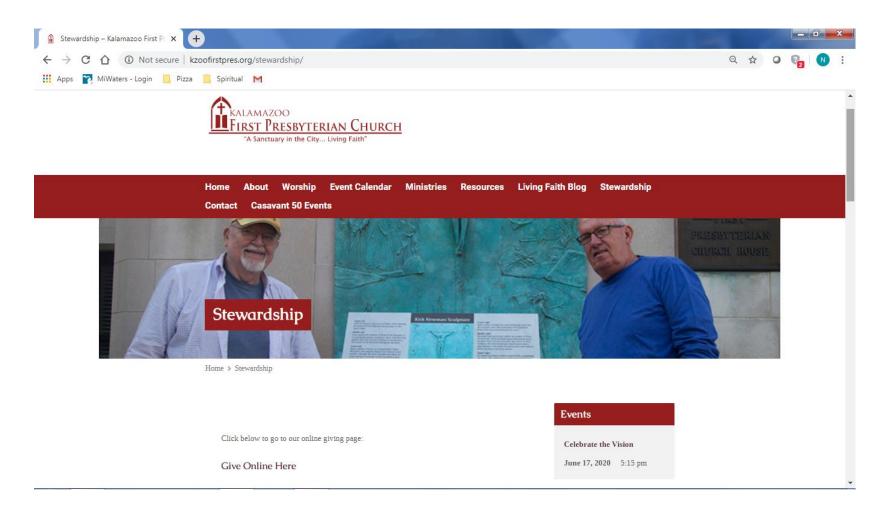
## FIRST PRESBYTERIAN CHURCH KALAMAZOO

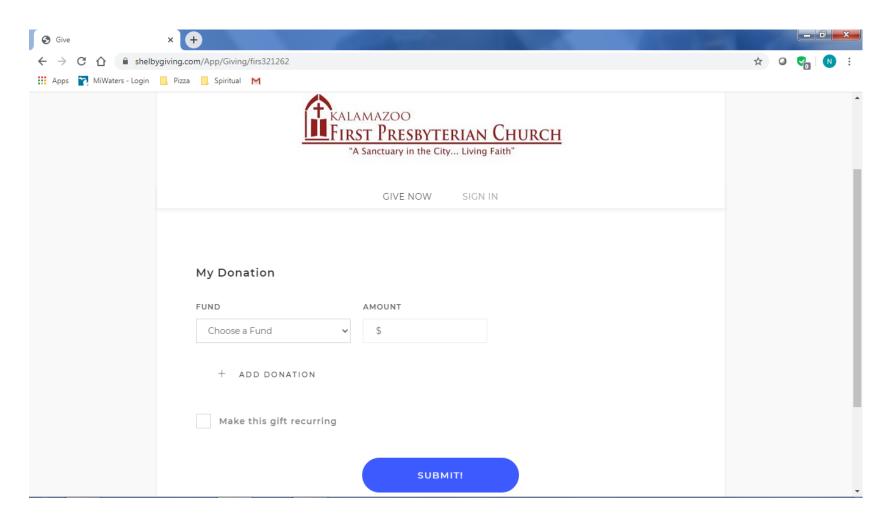
Instructions for processing automatic recurring giving online.



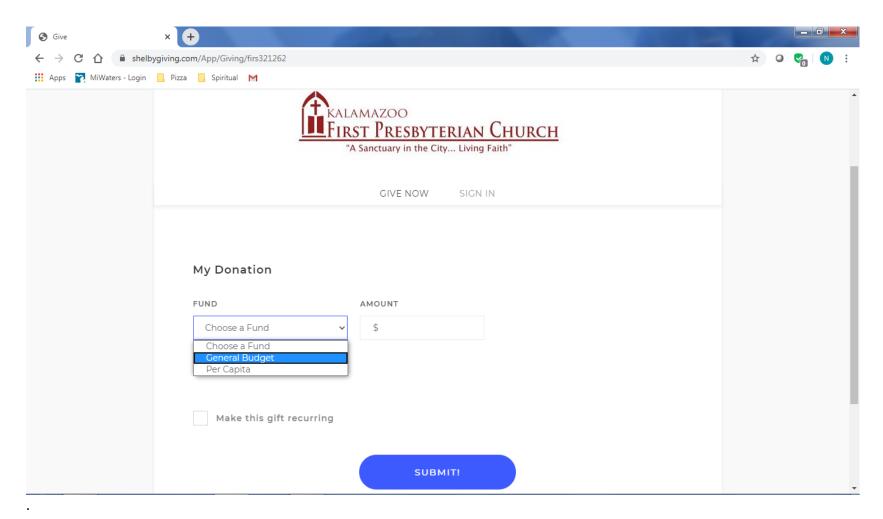
From the Home page, select **Stewardship** in the upper right-hand corner.



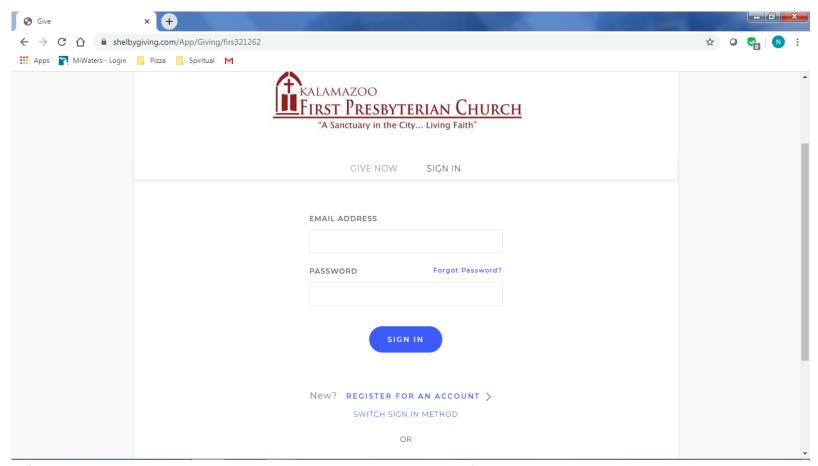
On this page click **Give Online Here** in the lower left of the page.



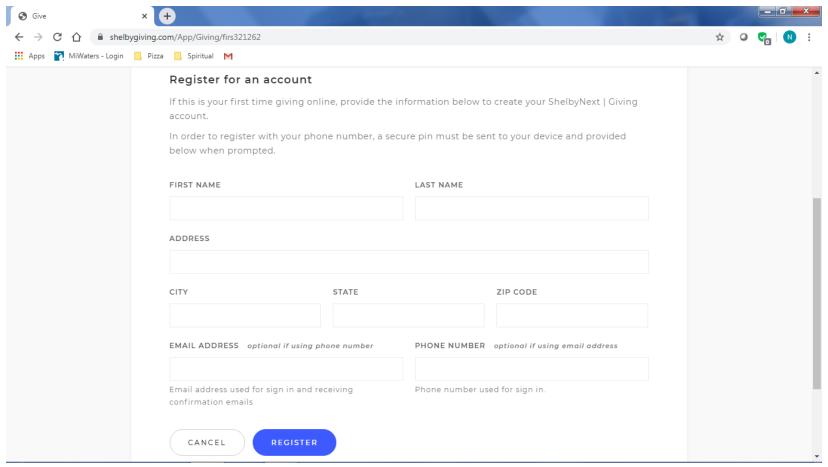
You'll be brought to a page that looks like this. Click on the down arrow (triangle pointing downward) in the **Choose a Fund** box



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, biweekly, monthly, etc.) of your gift a bit later. Click the blue **SUBMIT** button.



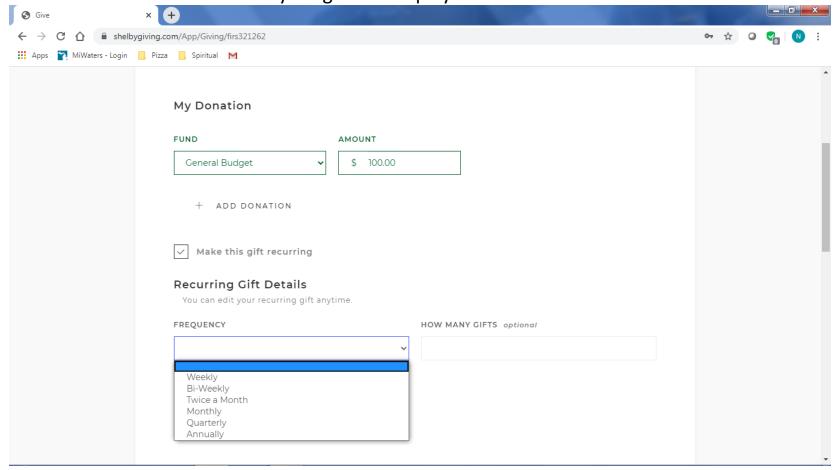
You'll be brought to this page. Ignore the upper part of this page and click on **REGISTER FOR AN ACCOUNT** at the bottom of the page.



On this page, fill in your name, address, email address or phone number and password.

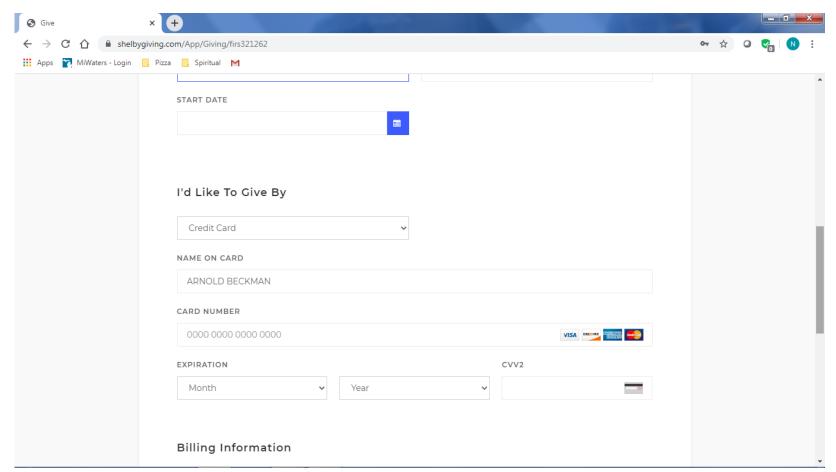
Then click on the blue **REGISTER** button.

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**.



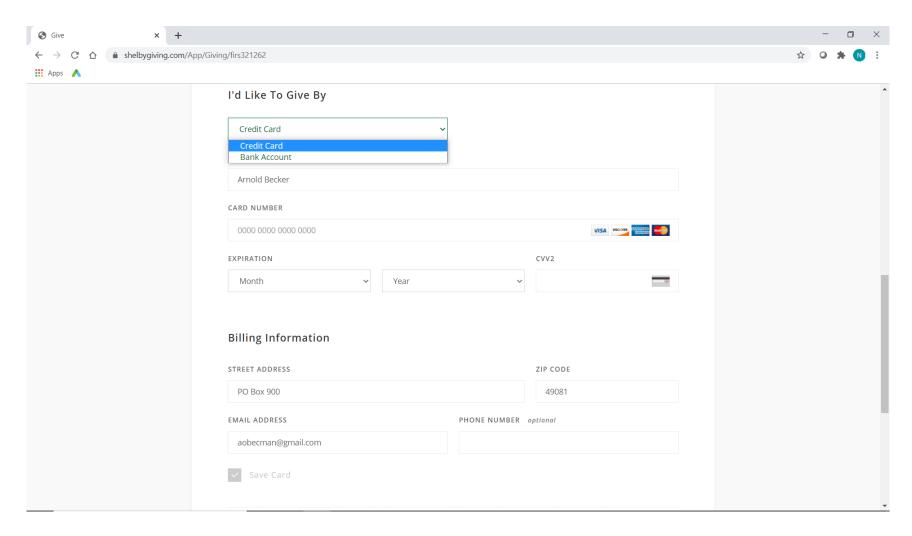
Check the box if you want this to be a recurring give, and if so, select how frequently you want to submit your gift in the box under **Recurring Gift Details.** 

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

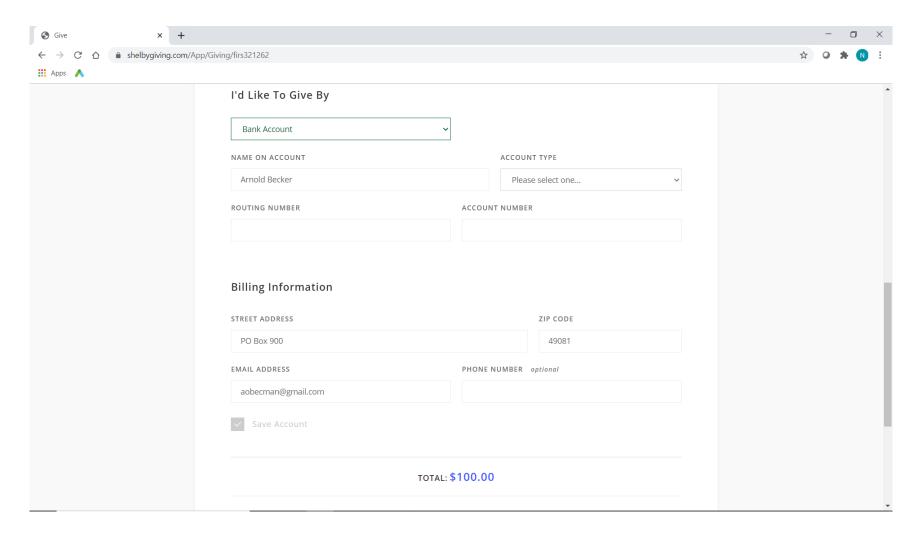


Click in the box under **START DATE** and input a date to start giving. If you click on the dark blue box a calendar will appear from which you can select a date.

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.



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



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

