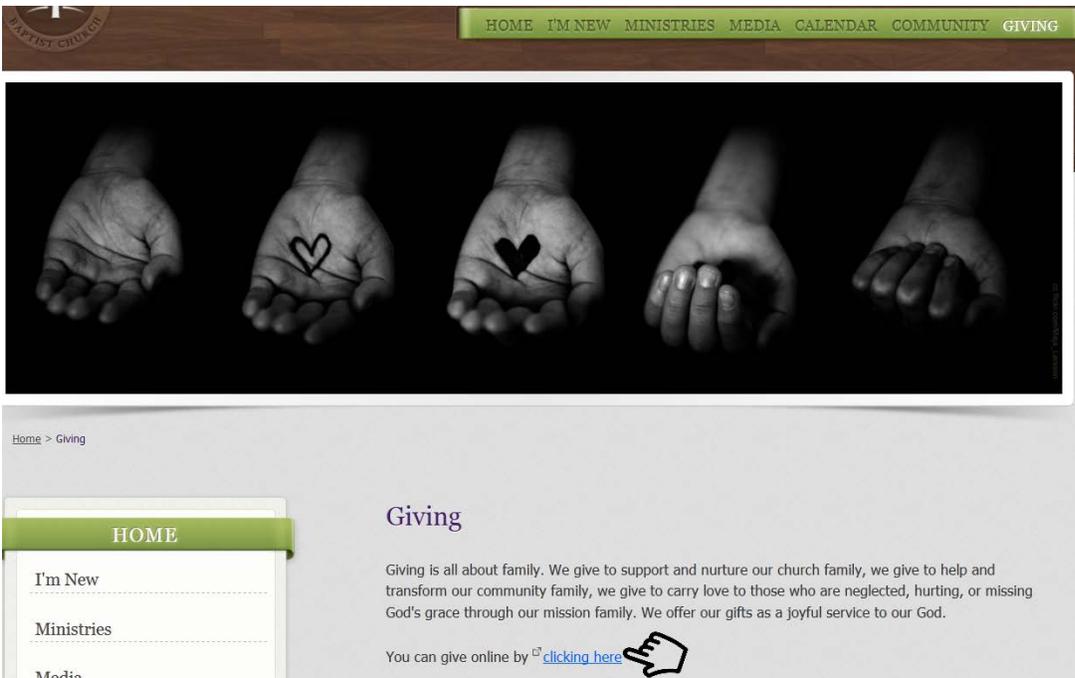# How to GIVE electronically…

1. Begin by going to the main church website, **www.SmokeRiseBaptist.org**, in the browser of your choice.
2. On the main page, click on the word GIVING on the menu bar, which will take you to the following page…

3. Click on the 'You can give online by clicking here' link, as above, which will bring you the first secure bank page…

4. If this is your first time here, you will need to setup your personal, secure (notice the web address now begins with https:// which means it is a secure website) profile – by clicking on the Create Profile button: hereafter, when you return here, you will use the Log In box, by using the credentials that you establish in the next steps…

5. Type in your Email address, (it will be your login in the future), twice – to ensure it is correct, click on Continue

6. Once you have created your profile, which includes your login (Email address) and password you won't have to use this page until or unless you need to update any of the info. or change your password – as in next screen…

which you get to by clicking on the Profile, once you log into the website.

7. After you have created your profile, anytime you login thereafter (by following the first 3 steps above) the first screen you will see is the one below...and you will be on the Summary tab, where you can take a look at all your prior transactions (and look transactions up within a specific time range) and scheduled transactions, add a new transaction and edit any accounts (bank or credit card) you might have entered/used in the past.

8. Clicking on <u>A</u>dd Transaction, on previous screen, brings you here:

where you enter the amount(s) you want to give, in the line(s) to which you want the money to go, and then select the frequency...One Time, for individual donations, or setup regular Weekly or Monthly giving – and designate the date for the one-time gift or when the recurring gift begins. You can also indicate special donation recognition (memorial, in memory of, etc.) designations on this page. Once you have entered everything as you want it, click on <u>C</u>ontinue, to go the following page - choose an existing account or card or click to add new.

9. If you any questions about this process or need any help getting started, please call our Administrator, David MacFarlane at 678.533.0567.

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