



Instructions for using Pushpay

1. Download the PushPay app
2. Create your account
 1. Enter your mobile number and tap “Next”
 2. Enter security code (delivered via text message) and tap “Next”
 3. Enter your name and email address and tap “Next”
 4. Set and confirm your four digit passcode
 5. *Optional* - Click “Enable” to authorize TouchID
 6. To confirm your email address, look for an email titled “Pushpay email confirmation” and click “Confirm your email”
3. Making Payment and Adding Payment Method for First Time User
 1. Search for organization, (Smoke Rise Baptist Church) click “Give”
 2. Enter amount on “Amount” line
 3. Choose “Fund” from drop-down menu, click “Done”
 4. Enter name on “Note” line (whatever the event is)
 5. Choose “Give One Time”
 6. Click “Next”
 7. *If using for the first time*, click “New Card”, click “Done”
 8. Click “Add Card”
 9. Fill in Card information, click “Next”
 10. A new screen will appear with the last four digits of the card just entered, Click “Give”
 11. Select payment method you would like to add, click “Add”
 12. Click “Give” to confirm gift
 13. Click “Back to PushPay” it will take you to a new screen showing your last gift
 14. Show the amount of the last gift to one of the lovely people taking money
 15. *You will also receive an email of the amount of the gift that you made. This may also be shown to one of the lovely people taking money.*
4. Making Payment for previous users of PushPay
 1. Open PushPay app
 2. Make sure “Smoke Rise Baptist Church” account is up
 3. Click “Give”
 4. Enter amount on “Amount” line
 5. Choose “Fund” from drop-down menu, click “Done”
 6. Enter name on “Note” line (whatever the event is)
 7. Choose “Give One Time”
 8. Click “Next”
 9. A new screen will appear with the last four digits of the card just entered, Click “Give”
 10. Click “Give” to confirm gift
 11. Click “Back to PushPay” it will take you to a new screen showing your last gift
 12. Show the amount of the last gift to one of the lovely people taking money
 13. *You will also receive an email of the amount of the gift that you made.*