

Online Giving Instructions

Go to: <https://www.cometothefountain.com/give/>

You will see the column on the left a window that looks like this:

The screenshot shows the 'Give Online' interface. At the top, there are two links: 'GIVE NOW' (underlined) and 'SIGN IN'. Below this is a section titled 'Choose a Designation'. It contains two input fields: 'FUND' with a dropdown menu labeled 'Choose a Fund' and 'AMOUNT' with a text box containing a '\$' symbol. Below these fields is a '+ ADD DONATION' button. Further down is a 'MEMO: optional' text area. At the bottom of this section is a checkbox labeled 'MAKE THIS GIFT RECURRING'.

Since you want to set up a recurring gift you will want to register for an account first.

Click on Sign In then “Register for an account at the bottom” (see image below)

Give Online

The screenshot shows the 'Give Online' interface with the 'SIGN IN' link underlined. Below the navigation links are two input fields: 'EMAIL ADDRESS' and 'PASSWORD'. To the right of the password field is a link that says 'Forgot Password?'. Below the input fields is a blue 'SIGN IN' button. At the bottom of the form is a link that says 'New? REGISTER FOR AN ACCOUNT >'.

Fill in your information including your email address, create a password and re-type the same password, you can disregard the envelope number.

This user account will be your way to stop or edit your recurring gift so save your email address that you used to sign up and the password.

Click on “Register” You will receive an email to verify your email address. Check your email and follow the link in the email and enter your password you just created for your online giving account. Then return to the giving form.

This time log in. Enter your email and password and login.

Once logged in, you will see your “Give Now”, “Scheduled”, and “History”

“Scheduled” is where you can click and edit any recurring gifts that have been set up.

To set up the recurring gift click “Give Now”:

The screenshot shows the 'Give Online' interface with a navigation bar containing 'GIVE NOW', 'SCHEDULED', and 'HISTORY'. The 'GIVE NOW' tab is active. Below the navigation bar, there is a section titled 'Choose a Designation' with two input fields: 'FUND' (set to 'Regular Tithes and Offerings') and 'AMOUNT' (set to '\$ 100'). Below these fields is a '+ ADD DONATION' button. A 'MEMO: optional' text box is present. A checkbox labeled 'MAKE THIS GIFT RECURRING' is checked. Under the heading 'Recurring Gift Details', there is a 'FREQUENCY' dropdown menu (set to 'Weekly') and a 'HOW MANY GIFTS: optional' input field. A 'START DATE' field with a blue submit button is also visible. At the bottom, there is a section 'I'd Like To Give By' with a dropdown menu set to 'Credit Card'.

Fund: Select Regular Tithes and Offerings

Amount: Enter the amount you wish to gift

Click on the Checkbox that reads “Make This Gift Recurring”

Frequency: Select any of the options listed “Weekly, Monthly, Bi Monthly, etc”

Then depending on what you select, answer the additional prompts, for example “how many gifts”, if you enter “5” it will draft five time from your account at the frequency you indicated. If you don’t enter anything your gift will continue to be drafted until you log in again to cancel it.

Complete the card or bank account and billing information. (Address, Phone, Email, etc)

Enter your card information or e-check draft information, if required.

You are welcome to, but not obligated to, check the last box to cover the transaction fees.

Click “**Submit**” to complete your recurring gift set up!