

Instruction for Creating an On-Line Giving Account

Open the church website – www.myfefc.org and click on the Donate link

You'll see a page that is set up for online giving. The first thing you need to do is to create your online giving ID. To do this, click on Create Profile at the lower right of the page.



You'll be asked for your email address – in order to participate in on-line giving, you must use a valid email address. Enter your email address a second time for confirmation of accuracy of entry. Click on Continue.



Fill in the information requested, create a password following the parameters required as listed to the right of the password entry section and click on Create Profile

The screenshot shows the FEFC (First Evangelical Free Church) logo at the top left, with the tagline "a place to begin... a place to grow". Below the logo is the "Online Donation" header. The main content area is titled "Profile" and contains a form with the following fields: First Name (required), Last Name (required), Address 1 (required), Address 2, City (required), State / Zip (required), Phone Number, Email Address (required), Confirm Email Address (required), Enter Password (required), and Re-Enter Password (required). To the right of the password fields, the following requirements are listed: Must be at least eight characters, Must include at least one letter and one number, Cannot be identical to your first name, last name or email address, Cannot be reused, and Passwords are case sensitive. A "Create Profile" button is located at the bottom left of the form. A blue link "Return to our Home Page" is visible in the top right corner of the form area.

You will receive a confirmation screen indicating that your profile has been created. To enter your first donation, click on Add Transaction – this will take you through the creation of your on-line giving financial records regarding the account(s) from which you wish to donate.

The screenshot shows the FEFC logo and tagline at the top. Below the logo is the "Online Donation" header. The main content area is titled "Add Transaction" and "Edit Account". Below these buttons are two sections: "My Scheduled Transactions" and "My Transaction History". The "My Scheduled Transactions" section displays the message "You do not have any transactions scheduled." The "My Transaction History" section includes a "Date Range" dropdown menu set to "11/00/13 to 01/03/14", a "Fund:" dropdown menu set to "All Funds", and a "Search" button. Below the search button, it displays the message "No donations were found for this Date Range and Fund selection." At the bottom of the page, there are logos for "Powered by SunCode" and "securityMETRICS PCI Certified". A blue link "Return to our Home Page" is visible in the top right corner of the form area. A navigation bar at the top right contains the links "Summary", "Profile", and "Log Off".

In the Add Transaction Screen, you will see the categories available to receive donations. Please select one of the available designations and enter the amount you wish to donate and choose the frequency of your gift (one time, weekly or monthly) by selecting the option in the drop down box – recurring donations can be terminated at any time by your direction. Finally, select the date of your donation for a one time gift or the date for the start of a recurring donation. Click on Continue to proceed to the Account Designation Screen.

FEFC
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FIRST EVANGELICAL
FREE CHURCH
a place to begin... a place to grow

Summary Profile Log Off

Online Donation [Return to our Home Page](#)

Donations

Faith Giving:

General Fund:

Missions Fund:

Building Fund:

Other Designation: *

Total: \$0.00

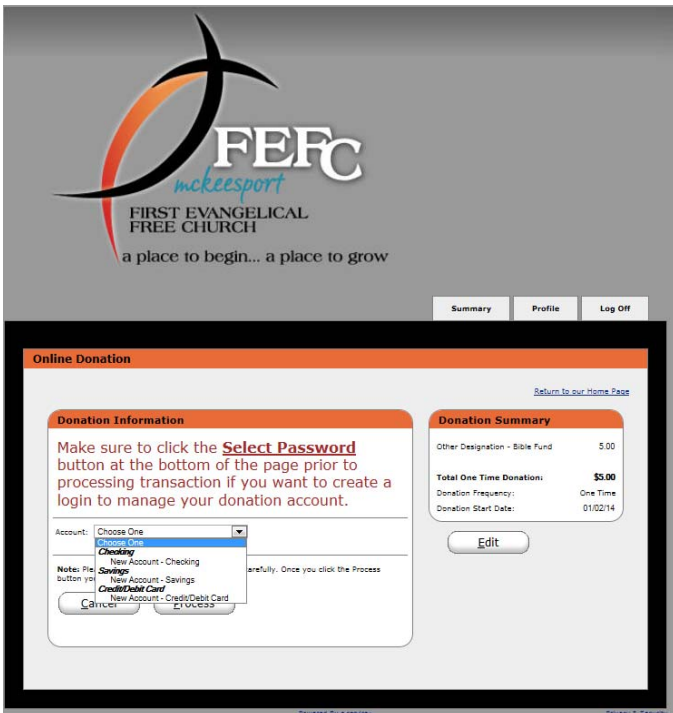
Donation Frequency: Choose One [About recurring donations](#)

Donation Start Date: 12/31/13 mm/dd/yy

* = Required

Back Continue

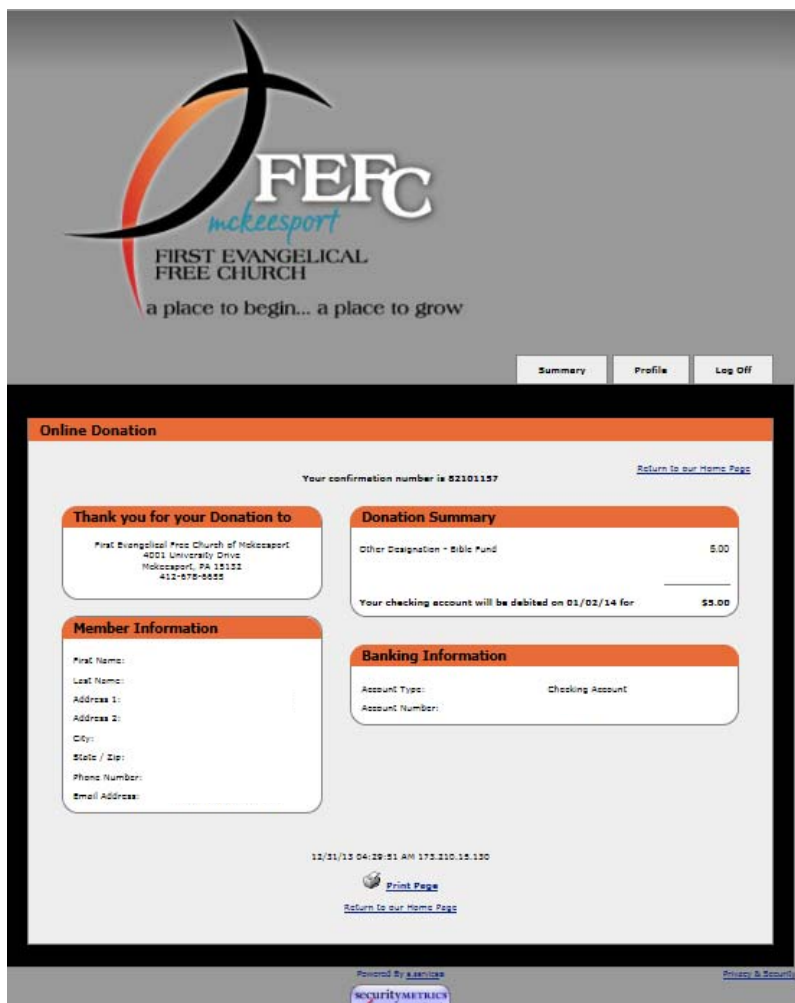
On the account Designation Screen, you will be able to select the account you wish to use to fund the on line donation. You may select either a Checking Account, a Savings Account or a Credit Card to fund your donation.



The next screen will allow you to enter the information regarding the financial institution at which you maintain your account or the credit card account you wish to use. Be assured that all information is totally secure and that no one has access to it.



When you have finished entering the financial institution information, click on Process – your account will be created and the donation will be processed. You will receive a confirmation screen and a confirmation email. The next time you enter the on line donation section, the account you created will be available or you may designate another account to fund your donation. In order to properly track your donations, we will make certain that your member ID matches the church envelope number you were assigned.



Click on Log Off to end the session or click on Return to our Home Page to return to the main FEFC website. To re-enter the on line donation section, click on the Donate link and use the log in area to use your newly created login account.