

Creating a Recurring Gift on the new PushPay system from your computer.

Click on the link below to set up a recurring Gift (or type it into a web browser)

<https://pushpay.com/pay/eastpointchurch/recurring>

Follow the instructions on the screen. Information you will need includes:

1. Email Address – Please use the same email address that you currently have in the CCB system.
2. Cell Phone number – As part of the registration process, you will enter your cell phone number. The PushPay system will then send you a text message with a confirmation code. You will need to enter that confirmation code into the system to confirm that it is truly your cell phone number. Your cell phone numbers is also the number that PushPay will use in the future to link you to your account.
3. The payment method:
 - a. If you will be using a credit card, you will need your credit card information including the zip code the bill is sent to.
 - b. If you will be using a debit card, you will need the debit card information including the zip code the bank has on file for you.
 - c. If you will be sending the money from a checking or savings account (this is called an ACH deposit) you will need your bank's routing number and your account number. The PushPay system will show you where to find those numbers on a check. You can also get them by logging into your bank's on-line system and searching for them there or by calling your bank and asking for them.

After entering the above information PushPay will ask for some additional information to finish creating your account. When it asks for a name, please enter just one name (i.e. Sam Smith). Do not set it up as a joint name (Sam and Sally Smith). Setting it up as a joint name will create a new account in our church database, CCB. We don't want families to be set up with multiple accounts in the database. CCB has a built-in methodology that we can use to make sure families are kept together in a single account.

Once you have entered all the information and submitted it, the PushPay system will process your gift. Once it is complete, you will receive an email confirming that the gift has been processed.

