

# Setup New Recurring Transaction Schedule on Access ACS Giving system

- Log into the new system (create a new user account if needed by clicking “Need a login?”)  
<https://secure.accessacs.com/access/memberlogin.aspx?sn=110409>

Or visit our website at [www.fbcfonthe.net](http://www.fbcfonthe.net), click on Get Involved, Your Resources then scroll to the Giving Section.

- At Main Menu, Click on “Giving” Tab then on “Give Now” to make a one time payment or donation or click “Manage Scheduled Giving” to setup a new recurring Transaction schedule (example below)

Need a login? [Click here](#)

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- Enter the total dollar amount of your payment or donation. Click “Continue”
- Enter the dollar amount for each fund you would like to make a payment to. Use the scroll bar to the far right to see additional funds at the bottom of the list. Click “Continue” (example to right)

- Click on “Add Payment Method” (example to right)
- Add credit or debit card information for recurring donation
- Save payment info and click “Continue” after reviewing

Process is now complete. Log out of system or simply close web page. Please contact the church office at 281 482-7573 if you need assistance. An IT Specialist will return your call within 24 hours to help you complete this process.