

# ON-LINE GIVING

Kenova United Methodist Church's website

[www.kenovaumc.com](http://www.kenovaumc.com)

For help or questions, call Sandra Budden (304-453-3650)

Step 1: Go to the website and look for ONLINE GIVING the top navigation bar.

Step 2: Click on the Click Here to Give Online sentence.

Step 3: Register for as a First Time New User Registration.

Note: Quick Give for those only giving one time, generally a guest, a visitor.

Step 4: Complete the requested information (i.e. Name, address, phone number) and establish a password.

Once completed, click submit.

Step 5: Once the Submit button is clicked, then the user can select “GIVE NOW” or “SCHEDULED GIVING”.

Step 6: Complete the requested information.

Amount? General Budget or Building Fund? Frequency? Credit / Debit Card information.

**In additional comments, include your envelope number and any information that may be helpful to the church Treasurer, Shelia.**

Click submit and the transaction is complete.

You have completed your **ONLINE GIVING**.

Future logins require only your email address and password.

Select “My Account” to edit your information, make a pledge, see your history of giving or do a print out of your giving.