

NHBC ONLINE GIVING

USER GUIDE

Signing in & Registering

nhbconline.org

NHBC home page – right side of screen – “NHBC Online Giving” icon

Click here to give

First Time Users – left side of screen

- Click on “First Time”
- Input your personal profile
- At the bottom of your personal profile is “Envelope #”. If you are a giver that uses offering envelopes please input your envelope #. Remember, this is the only means of tracking your giving for an annual contribution statement that you can use for tax purposes.
- Click on SUBMIT

WELCOME “YOUR NAME” will appear on the top left side of the next screen

My Donation Page

PROCESSING A “ONE TIME” DONATION – left side of screen – donation options are listed

One Time Donation

Click on “Give Now”

- Input the donation amount
- Click the drop down arrow next to “General Budget” (on right)
- Click on the fund for your donation
- If you wish to split your donation
- Click on “+ Add another fund”
- Click on the drop down arrow
- Select the next fund (you can select up to 4 funds)
- Input the donation amount for this fund
- Repeat as necessary

My Card Information

- Card Type
- Click the drop down arrow
- Select your payment type
- Debit Card
- Check Card
- Check/ACH
- *If you selected a card (echeck instructions below)*
- Input the card number
- Input the expiration date
- Input the card security code

Card Holder Information

This information must be the same billing address as the card you are using for the transaction.

If you wish to cover the 3% processing fee, click the box and your donation amount will change to reflect the 3% increase.

- Click SUBMIT

If you selected to pay via a check/ACH

- Input the amount (using numbers and decimal point ONLY)
- Click the drop down arrow next to “General Budget” (on right)
- Click on the fund for your donation
- Input Routing number (9 digits)
- Input Account number (do not include your check number that appears to the right of your account number on your checks)
- You can select to save this account by clicking the box
- Click the drop down box to select your account type
- Checking
- Savings
- Input Bank Name
- Input Name on Account

If you wish to cover the 3% processing fee, click the box and your donation amount will change to reflect the 3% increase.

- Click on “Cancel” to delete or
- Click on “Authorize” to SUBMIT

PROCESSING A “SCHEDULED GIVING” DONATION – left side of screen – donation options are listed

Click on Scheduled Giving (set up automatic donations)

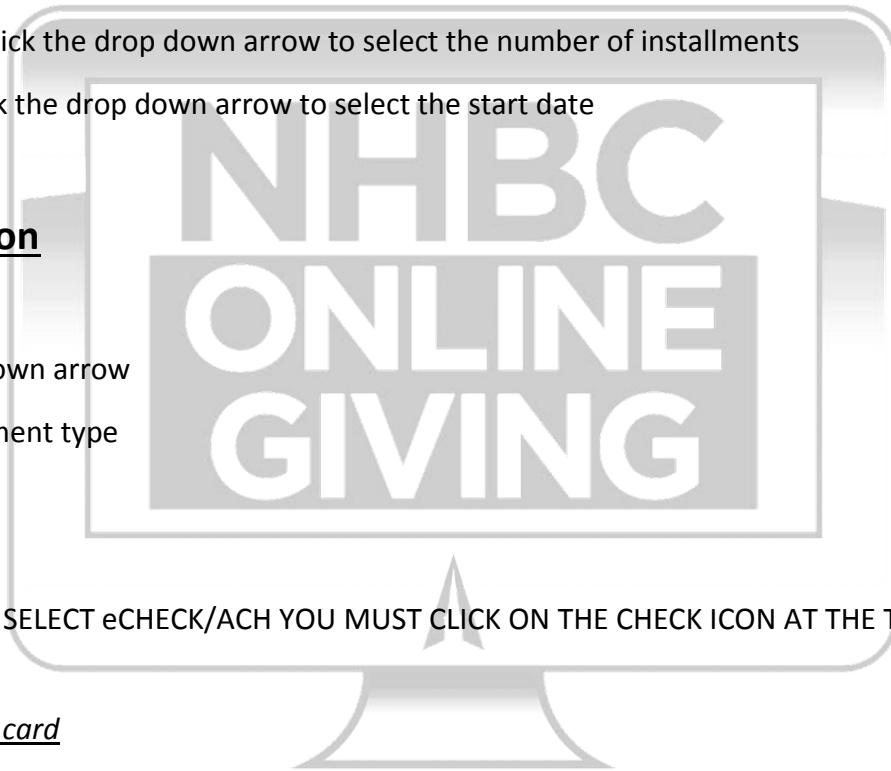
My Scheduled Giving

In order to give to more than one ministry fund using an echeck/ACH you must create a scheduled payment for each ministry fund. See additional information on page 4.*

- Click the drop down arrow next to “General Budget” (on right)
- Click on the fund for your donation
- Frequency – Click the drop down arrow to select the frequency of your giving
- Input the donation amount
- Installments – Click the drop down arrow to select the number of installments
- Start Date – Click the drop down arrow to select the start date

Card Information

- Card Type
- Click the drop down arrow
- Select your payment type
- Debit Card
- Check Card
- IF YOU WISH TO SELECT eCHECK/ACH YOU MUST CLICK ON THE CHECK ICON AT THE TOP RIGHT SIDE OF THE SCREEN
- *If you selected a card*
- Input the card number
- Input the expiration date
- Input the card security code



Card Holder Information

This information must be the same billing address as the card you are using for the transaction.

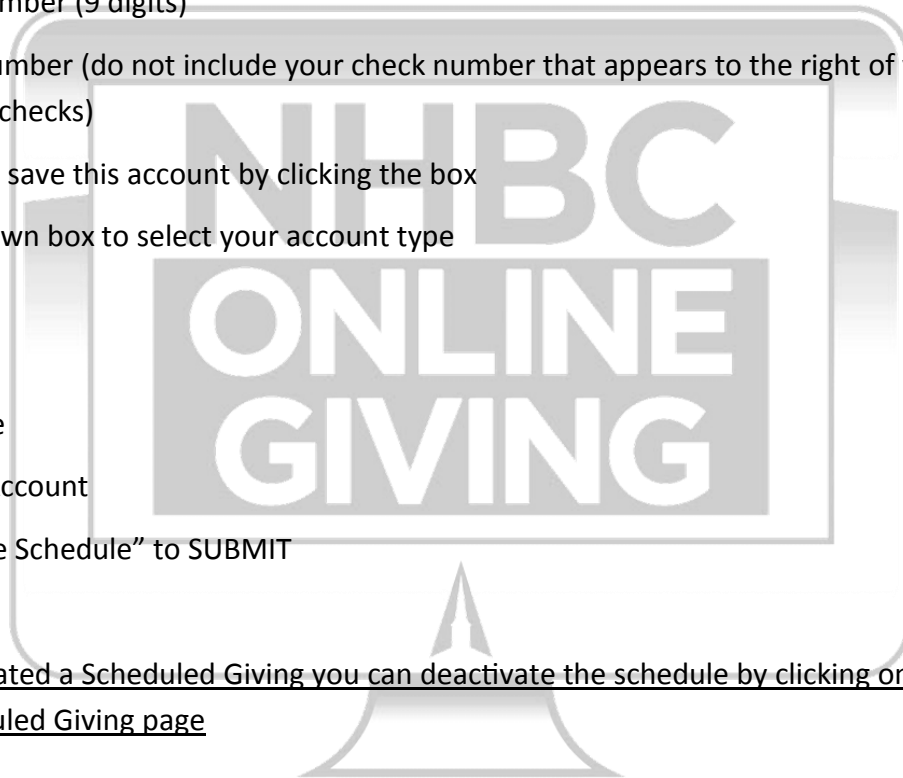
Continue Scheduled Giving on next page

If you selected an echeck/ACH

- Input the amount (using numbers and decimal point ONLY)
- Click the drop down arrow next to “General Budget” (on right)
- Click on the fund for your donation

*In order to give to more than one ministry fund using an echeck/ACH you must create a scheduled payment for each ministry fund. Ex: You wish to give \$50 to the General fund and \$50 to the Mission fund. You cannot make a scheduled gift in the amount of \$100 and split that amount between the 2 ministry funds. The total \$100 will go toward the ministry fund you selected. Setting-up 2 scheduled gifts will accomplish the \$50 going into each ministry fund. *If you selected the Debit / Check Card payment process you can split your total gift into multiple ministry funds.*

- Input Routing number (9 digits)
- Input Account number (do not include your check number that appears to the right of your account number on your checks)
- You can select to save this account by clicking the box
- Click the drop down box to select your account type
- Checking
- Savings
- Input Bank Name
- Input Name on Account
- Click on “Activate Schedule” to SUBMIT



Once you have activated a Scheduled Giving you can deactivate the schedule by clicking on delete in the middle of My Scheduled Giving page

My Account

- Personal Profile

You can edit your profile

You can review your donation history

You can print your donation history