

For ACH or Credit Card Donation:

- **Complete requested personal banking/credit card information** to begin verification process.
- **You will receive an email** with information on next steps to complete this process (save email—you will need it).
- **Check your banking/credit card account** within a few days. In your account you will see Pine Knolls will have made two small deposits and the withdrawal of these deposits (total of these will be less than \$1), write these amounts down.
- **Return to the email**. Follow the instructions directing you to place those two deposits in the boxes (this step is a security procedure for your account).
- **Complete donation process**. Once you enter those numbers you will be brought back to your personal information page. You will need to re-enter your personal information, select the funds you would like to contribute to, and set up the frequency of your contribution.

Text-to-Give (*reoccurring donation is not available with this method*)

- **Send an amount** (example \$5 or \$1.00) to the short code **84321**. This is a shared shortcode used by other churches in the area.
- If the number isn't set up for text-to-give, a setup link will be sent back. **Tap the setup link**, you will be guided to the next step.
- **Select your church**. A list of churches in the area will be suggested. If your phone number is recognized by Planning Center Giving, the appropriate church will be listed as a "Suggested" organization.
- **Enter your email address** and, if prompted, your name.
- **Enter the payment method** you'd like to use for text-to-give. If you're already a donor and you've added a payment method before (eg. A bank account for ACH or a credit card) then you can optionally log in to access your saved payment methods.
- **Complete your initial set up donation**. The initial donation, in most cases, will go to the default fund (General Fund). However, donations can be directed to more specific funds using keywords.