

Online Giving Guide

Getting Started:

- Click on “Make a Donation” from the North Ridge website
- First Time User? Click “First Time?” on the left side for New User Registration.
- Already a registered donor? Simply enter your Email and Password.
- Forget your password? Click “Forgot Password”.

Setting Up Your Donor Profile:

- Complete your basic information (name, address, phone and email)
- Determine a password. It must be at least 8 characters and must contain a combination of letters and numbers.
- Your email and password will be required to login in the future.
- Click “Submit”

One Time Gift – Credit/Debit Cards:

- Select which fund (General Fund or Building Fund) you would like to donate to from the drop down list.
- Enter your donation amount.
- Choose the appropriate Card Type from the drop down list
- Add your card information and billing details.
- Click “Submit” to process your donation.

One Time Gift - eChecks:

- Select to “Use Check” located at the top right of your screen or select ACH/eCheck from the drop down menu
- Select which fund you would like to donate to from the drop down list
- Enter your donation amount on the check image
- Enter the Routing number and account number on the check image
- Choose the account type and enter the name of your bank
- Click “Authorize” to submit donation

Automatic Recurring Donations - Cards:

- Select “Scheduled Giving” on the left hand navigation
- Select which fund you would like to donate to from the drop down list
- Choose your preferred frequency
- Enter your donation amount
- Select the start date
- Add your card information and verify the billing details
- Click “Activate Schedule” to start your recurring donation schedule

Automatic Recurring Donations - eChecks:

- Select “Scheduled Giving” on the left hand navigation
- Select to “Use Check” located at the top right of your screen
- Select which fund you would like to donate to from the drop down list
- Enter your donation amount on the check image
- Enter the Routing number and account number on the check image
- Choose your preferred frequency
- Select the Start Date
- Enter your Bank and State
- Choose the account type
- Click “Authorize” to submit donation