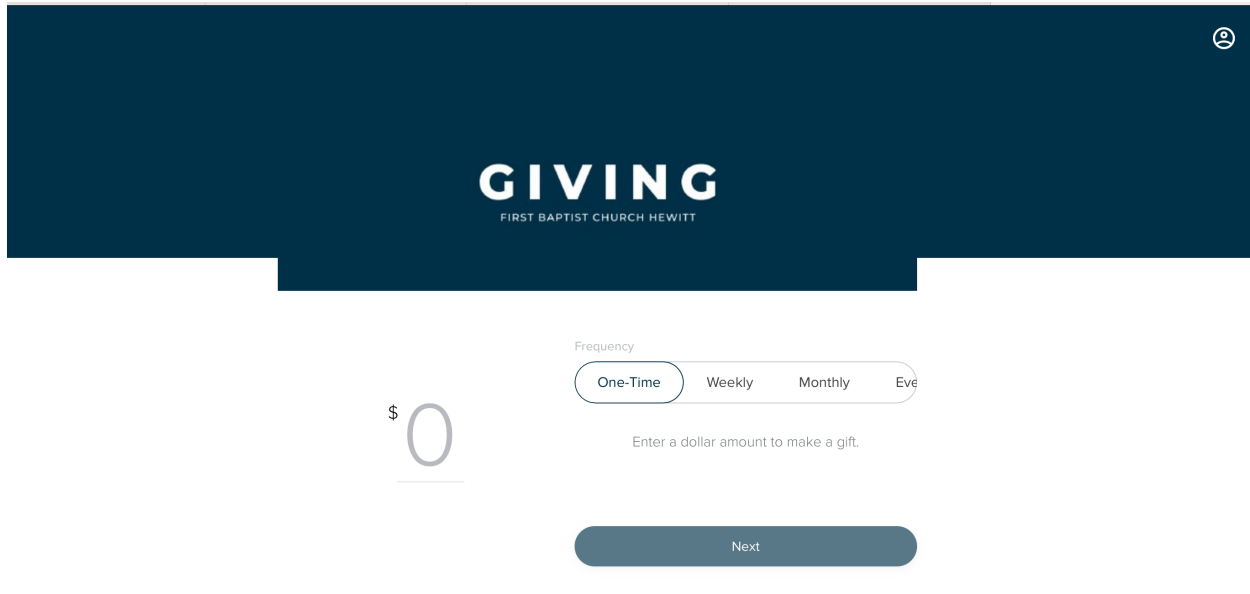


## Instructions for Setting up a New Account

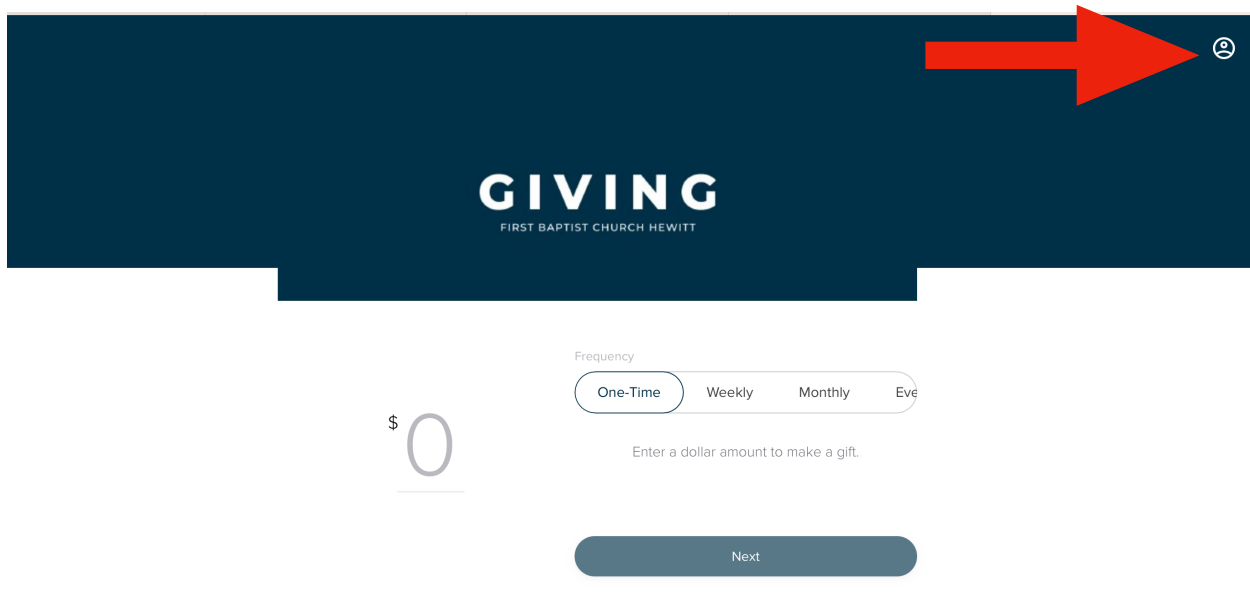
**Step 1:** Go to this [LINK](https://secure.subsplash.com/ui/access/462JNP#/) (<https://secure.subsplash.com/ui/access/462JNP#/>)

*\*Images are for illustration purposes only...*



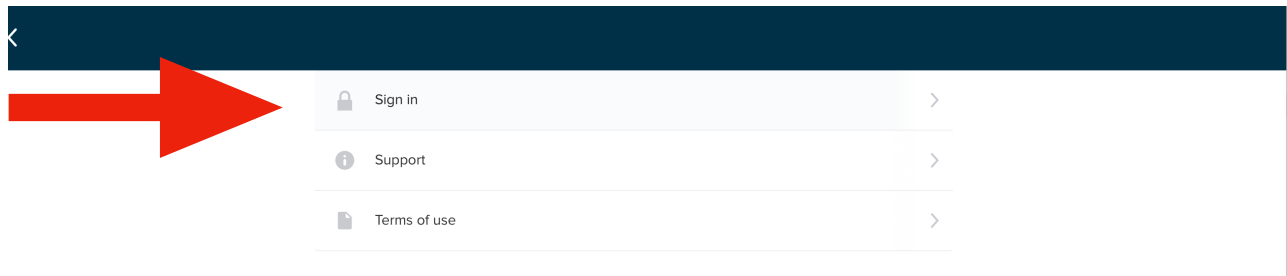
The screenshot shows the top of the 'GIVING' page for 'FIRST BAPTIST CHURCH HEWITT'. The page has a dark blue header with the church name and a person icon in the top right corner. Below the header, there is a donation form with a large '\$ 0' input field, a 'Frequency' section with buttons for 'One-Time', 'Weekly', 'Monthly', and 'Evening', and a 'Next' button at the bottom.

**Step 2:** On the Giving page, click the person icon  at the top right side of page.

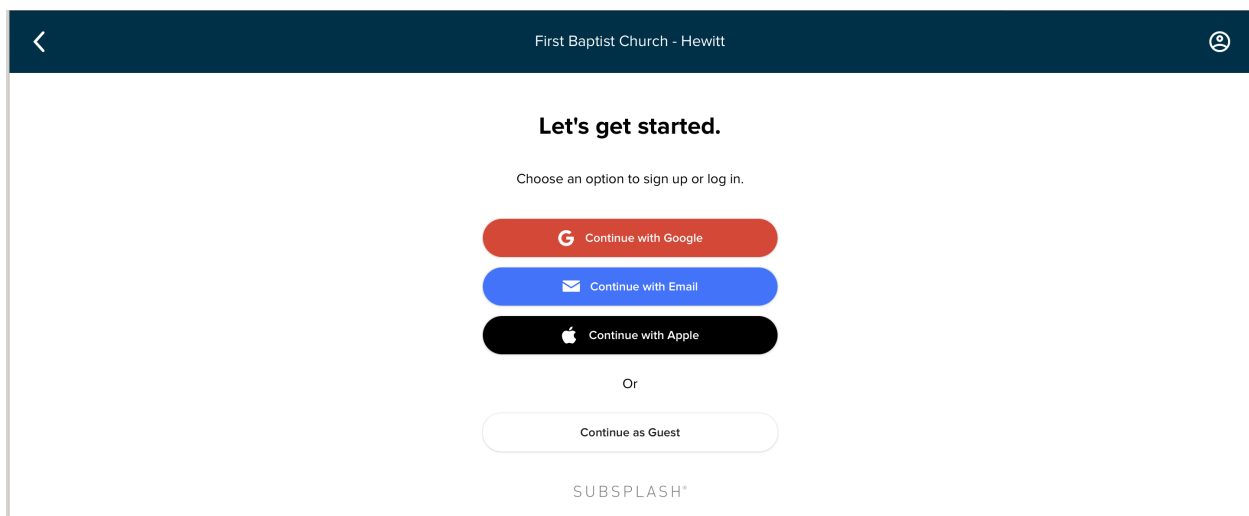


This screenshot is identical to the one above, but with a large red arrow pointing to the person icon in the top right corner of the dark blue header, indicating where to click.

**Step 3:** Click the Sign In tab.

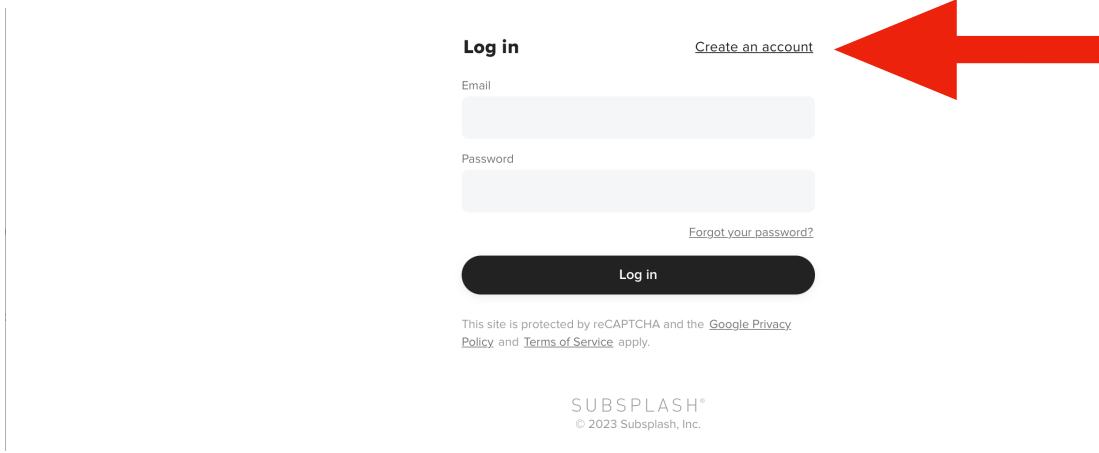


**Step 4:** - There are several options to sign up for an account. You can use an existing Google Account, an email address, or an Apple Account.



4a - If you choose Google or Apple, you will be redirected to verify your permission with those accounts.

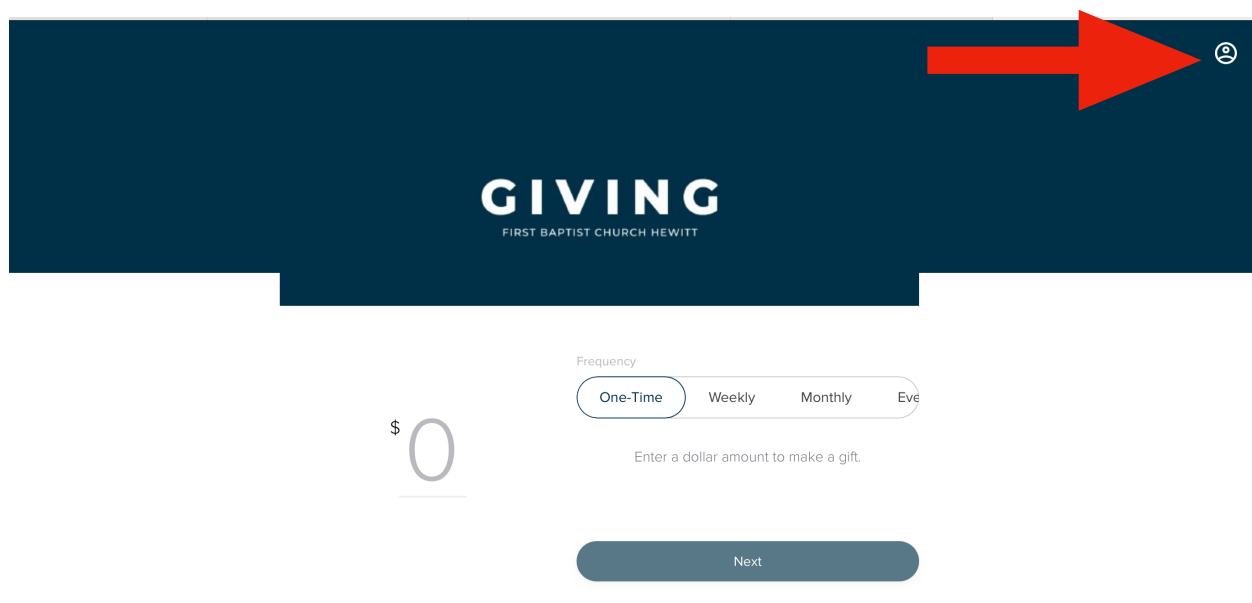
4b - If you choose email, you will be directed to a Log In screen.  
On the top right side, click the Create Account link. This will take you to a screen to create an account, password, etc.



The screenshot shows a login interface. At the top left is the text "Log in". To its right is a link "Create an account" with a red arrow pointing to it. Below the "Log in" text are two input fields: "Email" and "Password". Below the "Password" field is a link "Forgot your password?". At the bottom of the form is a dark button labeled "Log in". Below the button is a small disclaimer: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." At the very bottom is the text "SUBSPASH® © 2023 Subsplash, Inc."

**Step 5** - Once your account is created, you will get an email for confirmation and be logged in. Be sure to write down your account info and password. The church does not keep this information or have access to it.

**Step 6** - Once your account is created, you can access your account information, giving history, set up recurring gifts, get support, or edit your profile by clicking on the Person icon on the top right of the page.



The screenshot shows a dark blue header with the word "GIVING" in large white letters and "FIRST BAPTIST CHURCH HEWITT" in smaller white letters below it. In the top right corner, there is a small white person icon with a red arrow pointing to it. Below the header, there is a form for making a gift. It includes a "Frequency" section with buttons for "One-Time", "Weekly", "Monthly", and "Evenly". Below this is a text input field with a dollar sign and a large "0" as a placeholder, and the text "Enter a dollar amount to make a gift." At the bottom of the form is a dark button labeled "Next".

Additional Resources:

[How to Link a Bank Account](#) (Video)

[How to Link a Debit or Credit Card](#) (Video)