

Grace Church Online Giving Step-by-Step Instructions with Screen Shots

1. Visit: <https://www.gracechurcheast.org/giving> to be directed to our giving page.
2. Click on “**give**,” which should be located to the right of your screen in green (#1).
3. Clicking “give” will take you to the payment page (#2). You will have three options once you’re on the payment page: **a. give now**, **b. sign in**, or **c. register for an account**.

A. GIVE NOW

If you don’t have an account, and prefer not to create one, you can simply give by using the “**give now**” option (#3).

If you choose to “**give now**,” follow these instructions:

1. Choose a fund. You will have the option of choosing one: **general budget** or **benevolence** (#4).
2. Enter the amount you’d like to give. Once you enter the amount, you will then be given the option to pay by credit card or bank account (#5).
3. Once you select your payment option, you will complete the provided fields with your personal/payment information.
4. After your personal/payment information is filled in, click “Submit,” and your payment will be securely processed.
5. After you click “submit,” you will be redirected to a “thank you” screen and your transaction will be complete.

B. SIGN IN

If you already have an account, click “sign in” and enter your log in information (#6). **Note:** If you forgot your password, you will need to click on the “*I forgot my password*” link to retrieve it. We do not have access to anyone’s personal information and will not be able to provide that.

C. REGISTER FOR AN ACCOUNT

If you don’t have an account, but would like to set one up, follow these instructions:

1. Click “sign in” and then click the “register for an account” link, which should be in blue letters (#7).
2. You will be taken to the “register for an account” page in which you’ll enter your personal information, and then click “register” (#8).
3. Once in your account, you will be given the option to give and enter your payment information. Your payment information will be securely saved in our system.
4. Please be sure to record your login information, as we have no access to your account and are unable to provide lost login information.

Thank you so much for considering giving to our general or benevolence fund at this time. Your offering is greatly appreciated.

If you have any questions about how to give online, please email info@gracechurcheast.org.

