

FBCW Online Giving Setup Instructions

Updated: 4/22/14

1. Go to church website: fbcwilliamston.org (make sure Pop-ups are allowed from FBCW site)
2. Click on \$ Icon on the bottom right of screen (a new window will open)
3. Click the "Create New User" button
4. Enter a valid e-mail address (one that matches the church database)
5. Click the green "Register" button
6. You should receive a message that an email has been sent to the address in Step 4.
7. Open that e-mail and click the link to complete user ID and password setup.
8. At the New Giver Portal screen, enter new User ID and password and click Login (green bar)
9. Click on On-line Giving button (a new window will open)
10. Click on "My Accounts" from left menu
11. Click on "Create New Account" button
12. Enter your bank account information
13. Click "Create Account" button (additional accounts may be created after this)
14. Once back at the main menu, click on "My Recurring Gifts" button.
15. Click on "Create New Recurring Gift"
16. Select/Enter the following information:
 - a. Account (from dropdown)
 - b. Schedule
 - c. Start Date
 - d. Number of Gifts
17. In the Fund box at the bottom of the screen, if you choose to give to more than one Fund (Tithes/Offerings, Deacon, etc), please click the "Add Breakdown Line" box before you start adding the information)
18. Click "Create Recurring Gift" button

You are now DONE!

From the Main "New Giver Portal" window, you may now review your Accounts, Recurring Gifts, and Giving History. Both Accounts and Recurring may be edited or deleted at any time.

Once you have setup your recurring gift, you will receive a confirmation e-mail from the church to acknowledge the contribution has been received.