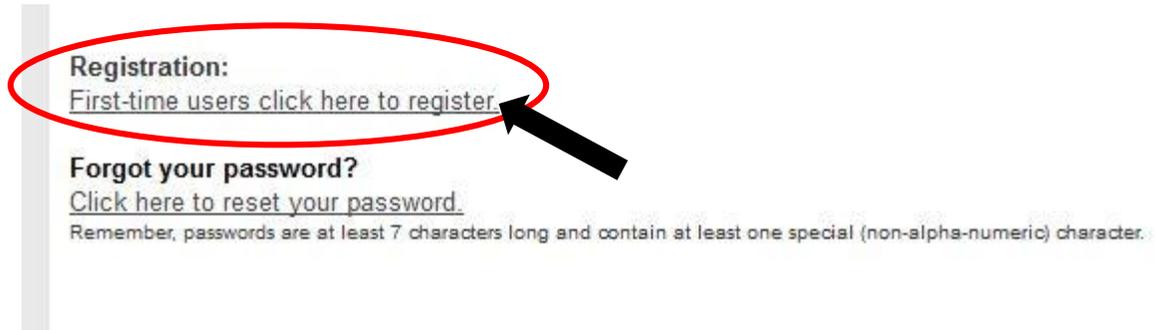# Capital Memorial Church Online Giving Instructions

1. On the "Online Giving" page, click on the "Make a Donation" link.
2. On the "Make a Donation" page, click on the "First-Time Users Click Here to Register" link (under "Registration") on the page.

Registration:
First-time users click here to register.

Forgot your password?
Click here to reset your password.
Remember, passwords are at least 7 characters long and contain at least one special (non-alpha-numeric) character.

3. On the "Registration" page, enter your "Name" and "Email Address" in the related fields. Since this Account will be used for financial contributions that are tax-deductible, use your actual name (such as "John Doe" or "John and Jane Doe") rather than an abbreviated user name or other pseudonym (such "jdoejdoe," etc.).

Registration

Sign Up for Your New Account

Before you can give your tithe and offerings online, you first need to have an onlin After clicking on "Register", please visit your email and locate the email from AdventistGiving for information on creating your password and activating your account.

Name: John Smith
(Example: Mr. & Mrs. John Doe, John & Jane Doe, John Doe)
Email address: jsmith23@gmail.com
Retype Email address: jsmith23@gmail.com

Cancel   Register

4. Once done entering in your Name and Email Address, click the "Register" option.

Email address: jsmith23@gmail.com
Retype Email address: jsmith23@gmail.com

Cancel   Register

5. As long you don't get an error message a page will appear to let you know the account has been created and you are advised to check your email account for instructions to create your new password

Registration

Account Created

Your account has been successfully created.

Please check your email for instructions to create your password and complete your registration.

If you do not immediately receive an email from AdventistGiving, please:

- Check your SPAM or BULK MAIL folder. Verify that your SPAM filter doesn't automatically delete email.
- Verify that you've entered the email address you use for AdventistGiving

6. Next, check your email account for the message sent to you by registration@adventistgiving.org. Open the email, where you'll find a link that you need to click on for creating a password for Online Giving on capitalmemorial.org

This link is for activating your account and it is designed to be used only once. If you cannot log in after you have successfully activated your account, please forward this email to help@adventistgiving.org for assistance. Remember to describe the steps that you took and the message that shows up after you clicked on the link. If your email does not allow the link to be clicked, try to copy and paste it to on the address field of your internet browser

Click on the following link to create your password and activate your account:
https://www.adventistgiving.org/?o=ANBMCG&a=3d21a04132de26b

7. Once you've clicked on the link from the email you were sent, you are taken to the "Create Password and Account Activation" page. Make up and enter in your password, type it again to confirm it, and click the "Create Password and Activate Account" option. Make sure you make a note of your password!

Create Password and Account Activation

Enter new password: ●●●●●●●●●

Confirm new password: ●●●●●●●●●

Create Password and Activate Account

Password Requirements:
- **Use at least 7 characters**
- **Use at least one special character (such as: ~!#$^*+)**

8. Once successful in creating a password, you are sent back to the Log In page. (Next time, you won't need to repeat the steps above.) Enter your email address and password and click "Log In"

Log In

Email Address: jsmith23@gmail.com

Password: ●●●●●●●●

Log In

9. Once you've logged in, you're taken to the "Tithe and Offerings" page. Enter in the amount of money you want to give for each field (if not donating to a particular fund, just leave it blank). The "Total" amount at the bottom updates as you enter in each amount

Tithe and Offerings:

Tithe(10%)

Tithe $ 500.00

Local Church

Birthday Thanks Offering $
Building Fund $ 150.00
Carpet Fund $
Children's Story $
Church Budget $
Poor/Needy Fund $ 50.00
Sabbath School Expense $
School Subsidy $
Worthy Student $ 45.00
Yall Special Projects $

Conference

Evangelism $ 150.00
Potomac Partners $

World

World Budget $ 25.00
Hope for Humanity (Ingathering) $ 80.00

Add more offerings...

Update Total   Total: $1000.00

*Note: You can click on "Add more offerings" if there is a special offering that you want to give.

10. You are given the option to pay by Check/ACH("Automated Clearing House") or Credit/Debit Card

*To pay by Check/ACH, fill in the required fields (including bank routing and checking account numbers, both found on your personal checks) and click "Next" to go the next screen. Again, your full name and address are required

Payment Information:

Note: Please use the name on your card or bank account

First Name	[ ] ●
Last Name	[ ] ●
Address1	[ ] ●
Address2	[ ]
City	[ ] ●
State/Province	[ ] ●
Postal Code	[ ] ●
Country	United States ▼ ●
Phone	[ ] ●

Method of payment:

◉ Electronic Check/ACH (Preferred) Why?

○ Credit/Debit Card

New payment method ▼

By checking the box below, I authorize AdventistGiving to electronically debit the specified account for the amount of this donation.

☐ I agree

Account type:	Checking account ▼
Routing Number	[ ] ●
Retype Routing Number	[ ] ●
Bank Account Number	[ ] ●
Retype Account Number	[ ] ●

Need help finding your routing number?

☐ Remember this payment information. Please provide a short description: [ ] ●

Payment Total **$1,000.00 USD**

[Cancel] [Next]

Note: To donate using a Credit or Debit Card, follow the fill in your card information and click "Next" to proceed.

Tithe and Offerings: Payment Details - Step 1 of 3

Payment Information:
Note: Please use the name on your card or bank account

First Name	⬚ 🔴
Last Name	⬚ 🔴
Address1	⬚ 🔴
Address2	⬚
City	⬚ 🔴
State/Province	⬚ 🔴
Postal Code	⬚ 🔴
Country	United States ▾ 🔴
Phone	⬚ 🔴

Method of payment:
◯ Electronic Check/ACH (Preferred) Why?
◉ Credit/Debit Card

New payment method ▾

Credit/Debit Card Type	Visa ▾ 🔴
Credit/Debit Card Number	⬚⬚⬚⬚ 🔴
Security Code	⬚ 🔴
Expiration Date	01 ▾ 2013 ▾ 🔴

DISCOVER   MasterCard   VISA

☐ Remember this payment information. Please provide a short description: ⬚ 🔴

Payment Total **$1,000.00 USD**

[Cancel] (Next)

11. Once done with the payment process (if no errors appear), you are sent a confirmation email. Thank you! You have just donated to CMC!