

## **Step-by-Step Donation Process**

1. Click Giving Icon: Located on the lower toolbar of app / upper toolbar on web.
2. Enter Amount: Input the specific dollar amount you wish to contribute.
3. Select Fund: Choose a category from the dropdown list, such as General Fund, Benevolent Fund, etc.
4. Split Donations (Optional): Click "Give to another fund" if you want to divide your total amount across multiple categories.
5. Choose Frequency: Select a "One-time" payment or set up a "Recurring" weekly, bi-weekly, or monthly schedule.
6. Add Payment Info: Link a credit/debit card or connect your bank account via ACH bank transfer.
7. Cover Fees (Optional): Check the optional box to add the processing fee to your total so the church received 100% of your intended gift.
8. Submit: Tap "Give \$\_" to finalize your donation and instantly receive an email receipt.

*\*For ACH setup, you can either 1) select "search for my bank" then use your same bank login credentials to automatically link to your account, or 2) select "manually set up" then enter your bank routing and account numbers. A micro deposit of \$0.01 will be deposited within 1-2 days. That deposit will have a code associated to it. Enter that code back in Planning Center Giving to finalize setup.*

## **How to Access Your Giving Profile**

1. Log into Church Center via mobile app or web browser (ccfww.churchcenter.com)
2. Tap your profile icon in the top right corner, and select "My Giving".

## **My Giving Features**

1. Giving History: Access a complete, real-time list of all your past donations, including dates, amounts and specific funds.
2. Tax Statements: View, print, or download your official end-of-year tax receipts and giving statements directly to your device.
3. Edit Recurring Donations: Stop, pause, or change the amount, frequency, and execution date of your automatically scheduled gifts..
4. Update Payment Method: Securely add or delete credit cards, debit cards, and linked ACH bank accounts.
5. Modify Personal Details: Update your legal name, email address, phone number and physical mailing address for accurate church records.