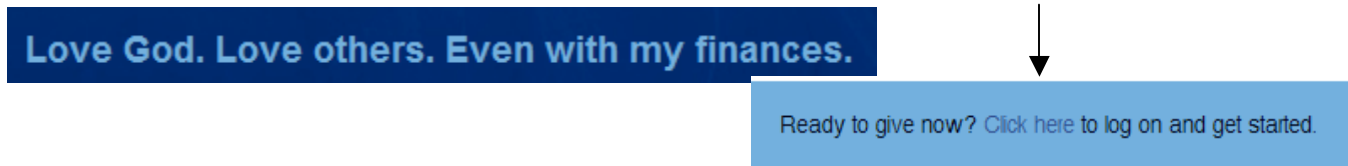


ONLINE GIVING INSTRUCTIONS

Go to www.ridgelife.org and click on the “give online” icon at the bottom of the page.



Read through the information on the page and then click on the “click here” option at the bottom.



Step 1 – Create a User Login (if you don’t already have one). Press the link under the Sign In box next to “Need a Login?” Enter your email address, first and last name, and click “Find Me”. An email with your user id and password will be sent to you.

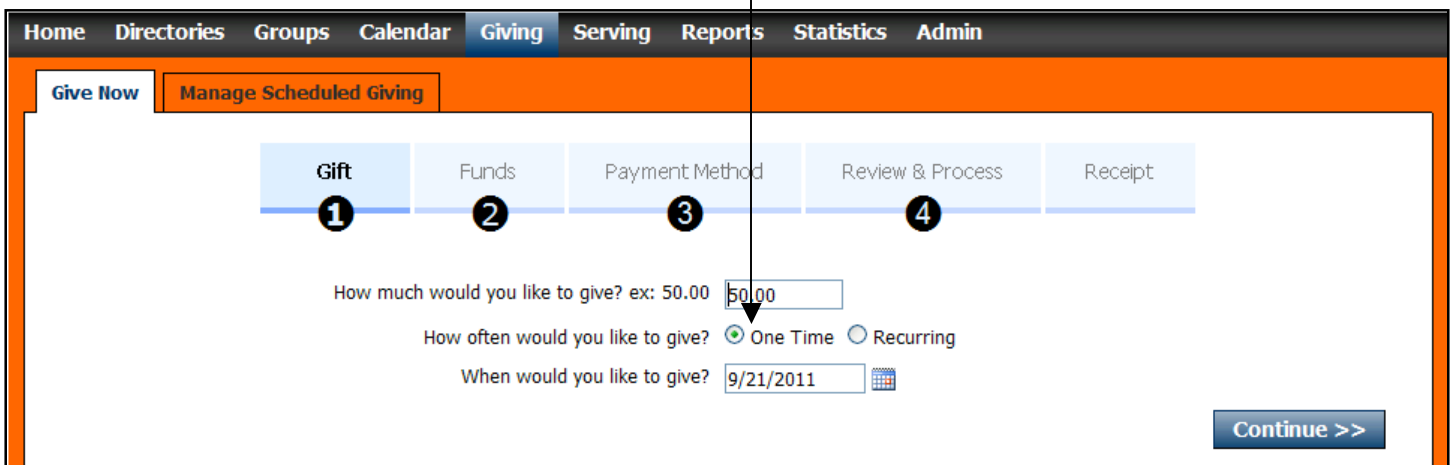


A "Sign In" form with fields for "E-mail Address or User Name" and "Password:". There is a "Remember me" checkbox and a "Sign In" button. A link "Forgot your password or user name?" is at the bottom.

Sign in using your user name (or email address) and password. Move your mouse over the **Giving** tab of the tool bar.

Select **Give Now**.

Step 2 – Follow through the instructions for a *one time gift*:



A screenshot of the online giving interface. The top navigation bar includes "Home", "Directories", "Groups", "Calendar", "Giving", "Serving", "Reports", "Statistics", and "Admin". Below this, there are two tabs: "Give Now" and "Manage Scheduled Giving". The "Give Now" tab is active, showing a process flow with five steps: "Gift" (1), "Funds" (2), "Payment Method" (3), "Review & Process" (4), and "Receipt". A vertical arrow points from the "Gift" step to a form below. The form asks: "How much would you like to give? ex: 50.00" with a text input field containing "50.00". Below that, it asks "How often would you like to give?" with radio buttons for "One Time" (selected) and "Recurring". The final question is "When would you like to give?" with a date input field containing "9/21/2011" and a calendar icon. A "Continue >>" button is at the bottom right.

Step 2 - Or follow through the instructions for a *recurring gift*:

Home Directories Groups Calendar Giving Serving Reports Statistics Admin

Give Now Manage Scheduled Giving

Gift Funds Payment Method Review & Process Receipt

1 2 3 4

How much would you like to give? ex: 50.00

How often would you like to give? One Time Recurring

Which recurrence pattern do you prefer? Weekly Monthly Every 2 Weeks Every 3 Months Twice a Month

[How Recurring Giving Works](#)

On which day of the month do you want to give? ?

When would you like to start giving? 📅

When would you like to stop giving? End after: occurrences End by: 📅

Continue >>

When done click on **Continue>>**

Step 3 - Enter your donation amount in the

Gen Fund Contrib - online area for: general giving to Prairie Ridge Church.

or

United Campaign Contrib area for: contribution to the Prairie Ridge Church building fund.

You can type in a description in the box to the right of the dollar amount if you would like.

Make sure the amount of total remaining is equal to \$0.00.

Home Directories Groups Calendar Giving Serving Reports Statistics Admin

Give Now Manage Scheduled Giving

Gift Funds Payment Method Review & Process Receipt

1 2 3 4

Gen Fund Contrib - Online General Fund Donation

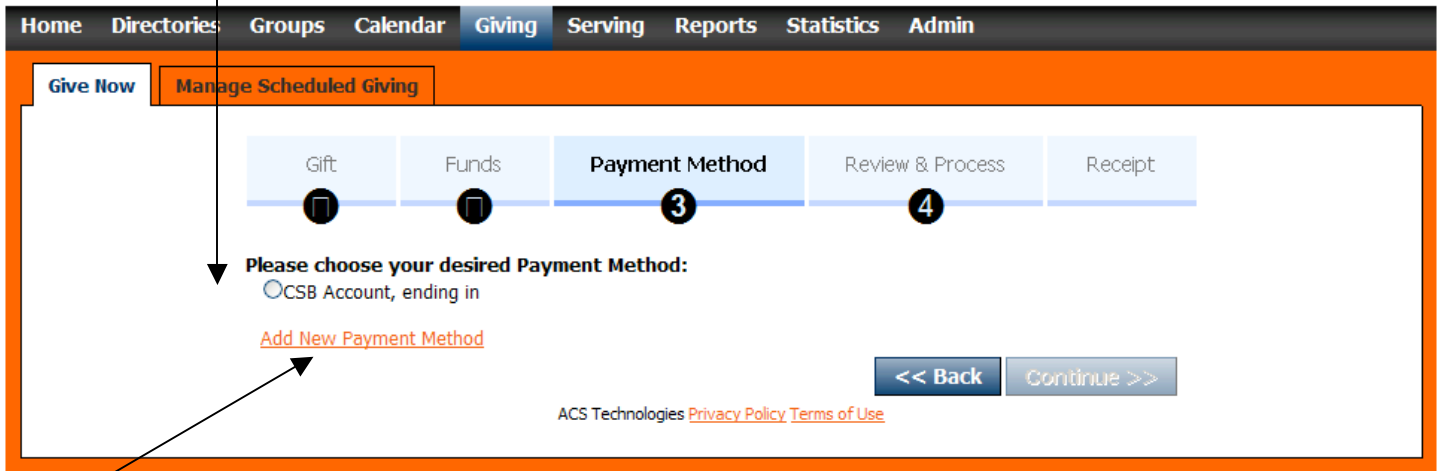
United Campaign Contrib Building Fund Donation

\$0.00 of \$50.00 Remaining

<< Back Continue >>

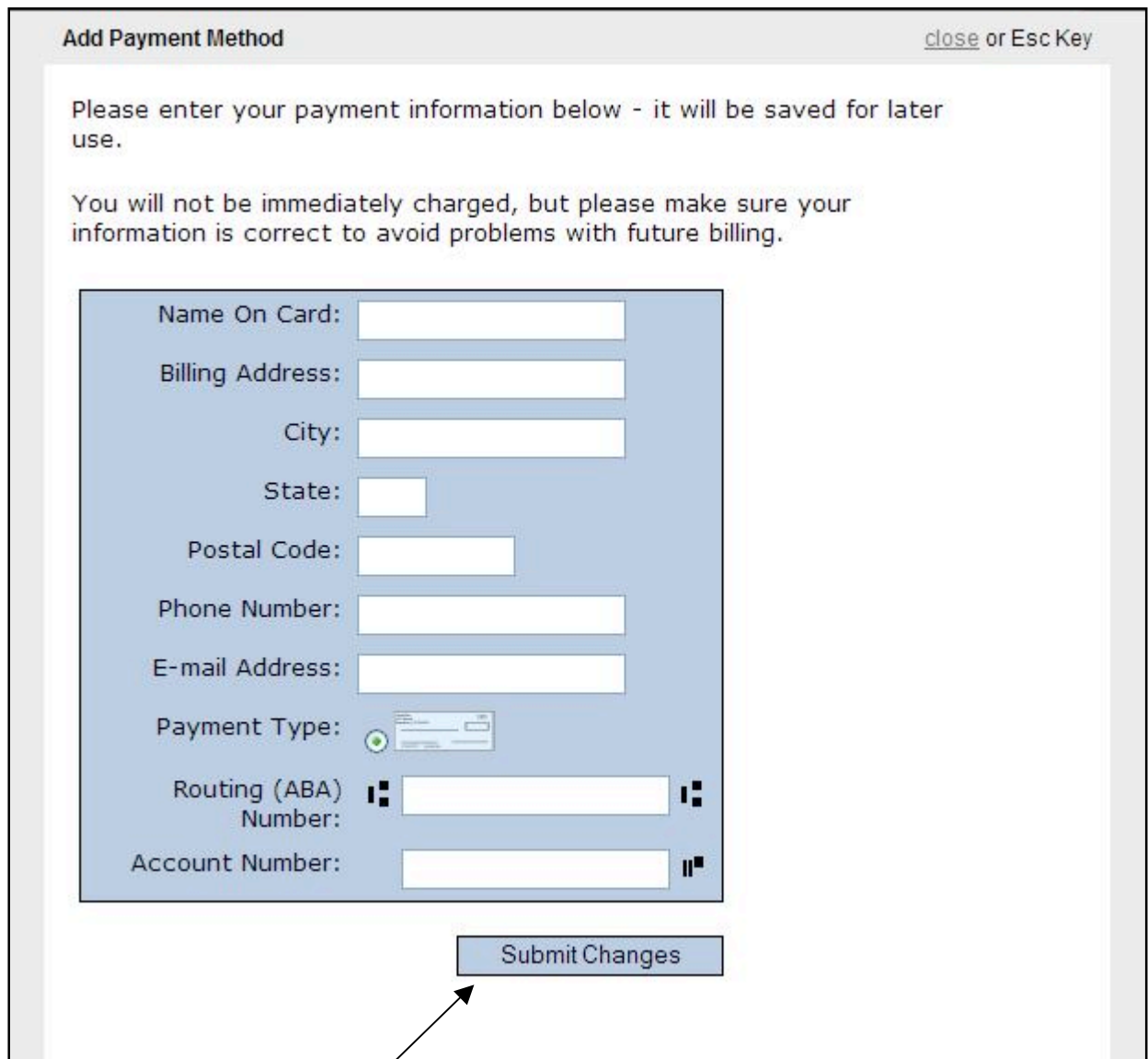
When done click on **Continue>>**

Step 4 - Select your payment information:



The screenshot shows a web interface with a navigation bar at the top containing links: Home, Directories, Groups, Calendar, Giving, Serving, Reports, Statistics, Admin. Below the navigation bar, there are two tabs: 'Give Now' and 'Manage Scheduled Giving'. The 'Manage Scheduled Giving' tab is active and contains a progress bar with five steps: Gift, Funds, Payment Method (highlighted with a circled '3'), Review & Process (highlighted with a circled '4'), and Receipt. Below the progress bar, the text reads: 'Please choose your desired Payment Method:'. There is a radio button next to the text 'CSB Account, ending in'. Below this, there is a link: [Add New Payment Method](#). At the bottom right of the form area, there are two buttons: '<< Back' and 'Continue >>'. At the very bottom, there is a small footer: 'ACS Technologies [Privacy Policy](#) [Terms of Use](#)'.

Or if you haven't given online before you'll have to set up your bank account information:



The screenshot shows a form titled 'Add Payment Method' with a 'close or Esc Key' link in the top right corner. The form contains the following text: 'Please enter your payment information below - it will be saved for later use.' and 'You will not be immediately charged, but please make sure your information is correct to avoid problems with future billing.' Below this text is a form with the following fields: 'Name On Card:', 'Billing Address:', 'City:', 'State:', 'Postal Code:', 'Phone Number:', 'E-mail Address:', 'Payment Type:' (with a dropdown menu), 'Routing (ABA) Number:' (with a dropdown menu), and 'Account Number:'. At the bottom of the form is a 'Submit Changes' button. An arrow points from the 'Submit Changes' button in this screenshot to the 'Add New Payment Method' link in the screenshot above.

When done click on **Submit Changes**

Step 4 - Review your donation information:

The screenshot shows the 'Review & Process' step of a donation process. The navigation bar includes 'Home', 'Directories', 'Groups', 'Calendar', 'Giving', 'Serving', 'Reports', 'Statistics', and 'Admin'. Below the navigation bar, there are two tabs: 'Give Now' and 'Manage Scheduled Giving'. A progress bar shows five steps: 'Gift', 'Funds', 'Payment Method', 'Review & Process' (highlighted with a '4' in a circle), and 'Receipt'. Below the progress bar, there is a message: 'To complete your transaction, verify the information below, then click *Process Gift*.' The information to be verified is: **Account Description:** CSB Account, **Payment Type:** ACH, **Account Number:** ***** (redacted), **Payment Amount:** \$50.00, **Frequency:** One Time Gift, and **Process Date:** 9/21/2011. Below this information is a 'Review' section with a table:

Fund	Gift Amount	Gift Description
Gen Fund Contrib - Online	\$25.00	General Fund Donation
United Campaign Contrib	\$25.00	Building Fund Donation
Total \$50.00		

At the bottom right of the review section, there are two buttons: '<< Back' and 'Process Gift >>'. At the bottom center, there is a link for 'ACS Technologies Privacy Policy Terms of Use'.

When done click on Process Gift>>

A receipt will be sent to your email. Click print to print out this page for your records.

The screenshot shows the 'Receipt' step of the donation process. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there are two tabs: 'Give Now' and 'Manage Scheduled Giving'. A progress bar shows five steps: 'Gift', 'Funds', 'Payment Method', 'Review & Process', and 'Receipt' (highlighted). Below the progress bar, there is a message: 'Thank you for your financial support of Prairie Ridge Church. Your online "Giving History" records will be updated to reflect this contribution within 8-10 business days. Moving forward, please choose United Fund Contrib for Building Pledge donations and General Fund Contrib for Offering donations. As always, feel free to call me at (515) 965-1737 x 11 or email with questions.' To the right of this message is a 'Print' button. Below the message, there is a receipt summary: **Receipt #:** 8508575, **Contribution Date:** 9/21/2011, **Payment Amount:** \$50.00, **Account Description:** CSB Account, **Payment Type:** ACH, **Account Number:** ***** (redacted), and **Frequency:** One Time Gift. Below this summary is a 'Details' section with a table:

Fund	Gift Amount	Gift Description
Gen Fund Contrib - Online	\$25.00	General Fund Donation
United Campaign Contrib	\$25.00	Building Fund Donation
Total \$50.00		

[Knowledge Base](#) [Report a Problem](#) [Help](#) [Sign Out](#)

Click on Sign Out in the top right corner when finished.

The screenshot shows a partial view of the 'Receipt' page, with a 'Receipt' button visible.