

# Instructions for Online Giving

There are two ways to access our new First Baptist Roswell Online Giving.

Both are from our [www.rfbc.org](http://www.rfbc.org) website main navigation menu.

1. eBanking
2. Member Login

## I. eBanking Menu Item

Clicking on this menu item will take you to our traditional Online Giving page. This page will describe our Online Giving program in detail and will also answer some of your Frequently Asked Questions.

By clicking on the green “Make an Online Contribution” Button on this page



*Click here to make an online contribution*

You will be carried to the ACS Technologies Access ACS Website for our church.

AccessACS<sup>™</sup>  
Welcome to First Baptist Church

Giving Details

Give \$0.00 to Select a fund optional memo + add more

E-mail Address

Continue

ACS Technologies [Privacy Policy](#) [Terms of Use](#)

On this screen enter the amount of your contribution. It must be greater than \$3.00 or the system will not accept the value. Next select the Fund you desire your contribution to be assigned to. These are fixed funds by the financial committee for the church and have been voted on by the Church Membership. There are currently five (5) funds:

1. Budget
2. Revive in Five
3. CBF
4. Global Missions
5. Lottie Moon Offering

The Optional Memo field is provided to represent the Memo field on your check. Please use this Memo for further clarification of your Contribution.

You can make more than one Contribution by clicking on the +add more button. This will duplicate the lines you just filed out. You must select a different Fund as you cannot select the same fund you just

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contributed to. The number of contribution lines is limited to the number of Funds available to contribute to.

Next enter your email address. This should be the email address that you provided us for your membership profile. It will be checked against our membership records and if you are recognized the next screen will be populated for you with your information. Now click the Continue Button and the following Popup Window will appear.

**We know you!**  
Sign in to access your saved payment methods or set up a recurring gift.

**Password**

[Forgot your password?](#)

**Sign In** or [Cancel](#)

**Don't want to sign in?**  
You don't have to sign in to give.

**Continue as Guest**

Here you have two options. The first one, **We know you!**, indicates that your email address is one that is registered in the Membership Database and we have found your record. But, to make sure we have the right member we ask for your **Password**. This password is the one you have setup for Access ACS that you can get to under our website [www.rfbc.org](http://www.rfbc.org) using the menu item **Member Login**. If you have forgotten that password click on the [Forgot your password?](#) and it will be sent to your email address on file.

**Don't want to sign in?** Click on **Continue as a Guest** button. Rather than use this option we prefer that you go through your Access ACS login. So, if you have not setup your password please visit the **Member Login** and set one up. This will assure us that we have the correct person.

Now let's go ahead and enter our password.

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**AccessACS™**  
Welcome to First Baptist Church

**Giving Details**

Give  to   [+ add more](#)

E-mail Address

Frequency  On

**Payment Details**

Save for future use

Account Type

Account Number

Routing Number

Billing Name

Billing Address Line 1

Billing Address Line 2

Billing City

Billing State

Billing Postal Code

Email Address

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You will notice that all of the information is now filled out for you except your Account Number and Routing Number. The default Account Type is Checking, but you can change that if you desire Saving.

Above the Payment Details is a Frequency and date. The default is One time and today's date. If this is a onetime contribution then just set the date you wish for it to be given. If this is not a onetime contribution you now have the following options:

1. One time
2. Once a week
3. Every two weeks
4. Once a month
5. Twice a month
6. Every three months

Once you select one of these options the appropriate start date and ending instructions or the number of times will appear.

Under Payment Details you have a couple of options you can check. The first is that you can save the information for future use. If you check this box the next time you contribute that information will automatically populate the fields below. Specifically, your account type, account number, and routing

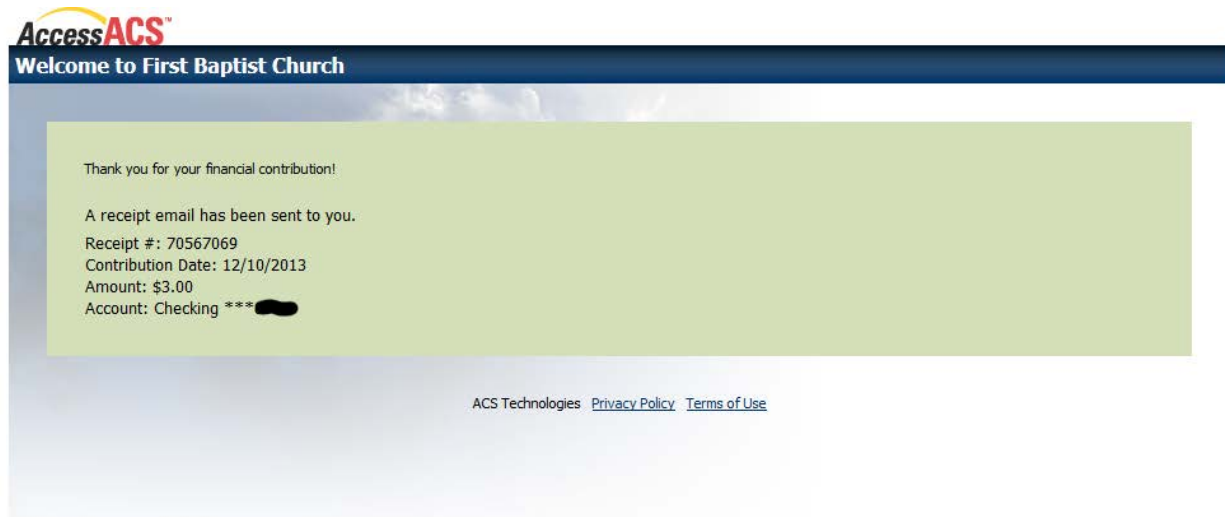
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numbers will be saved. If you do not wish for this information to be saved, then do not check this box. After this session is completed it will be removed.

If you decide to save for future use you can give the account a nickname. This is provided to manage multiple accounts.

Finally, check the information that has been automatically populated and correct any errors and this will flag the Administrator to make corrections to your Profile stored in the ACS Membership Database. NOTE: you do not have to be a Member of First Baptist Roswell to be in our Membership Database. We do have Guest in our database identified as such.

The last thing to do is to click on the Give Button. You will then be presented with a confirmation screen.



You will also be sent an email to the email you provided with the same confirmation information in it. Please save that for your records.

It will take a couple of days for it to actually get to your bank. In your bank statement it should show up something like this:

FIRST BAPTIST CH CONTRIBUTN 131211 XX012T8Q160HWD STEVE MORTON \$3.00

### Credit/Debit Cards

We do not accept credit cards as a policy of First Baptist Roswell for Contributions.

Last year we did accept Debit Cards, but we have found that the banks charge the same fees as they do for Credit Cards. Last year the fees added up to be a substantial amount and we feel that it is too excessive to the church. Therefore, we do not accept them anymore. If you should have one of the new Bank accounts that no longer issues Checks and only provide you with a Debit Card you can still contribute as if you had a Check. Your bank should have provided you with a Routing Number and Account Number. This is not the number on the Debit Card. If they did not you can see your banking representative and they can provide it to you. We now only accept what is called ACH, which is an eCheck transaction.

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## II. Member Login

For those of you who have used the Member Login menu item in the past, you will be familiar with Access ACS. If you have never used the Member Login and this is your first time you will need to setup your Login by clicking on the Need a Login? Click Here button. Just follow the instructions.

For those of you who have used the Member Login, just login and at the top you will see a new item: **Giving**. This Menu will give you two options. **Give Now** and **Manage Scheduled Giving**:

- **Give Now** - Displays a summary of your pledged giving. Gifts made to a fund that does not have a pledge do not display in the giving summary.
- **Manage Scheduled Giving** - On this tab you can edit or deactivate recurring gifts without having to go through all of your contributions.

We will discuss both of these items in detail below.

The screenshot displays the AccessACS website interface. At the top left is the logo "AccessACS" with the tagline "Welcome, Steve Morton". To the right are links for "Report a Problem", "More Info", and "Sign Out". Below this is a dark blue navigation bar with the following menu items: Home, Directories, Groups, Events, Giving, Serving, Reports, and Statistics. The main content area is divided into several sections:

- I Want to View...**: A dropdown menu with "My Complete Profile" selected.
- My Calendar**: A calendar for Wednesday, December 18, 2013. It lists events with their times and locations:

Time	Event	Location
6:00 PM	Christmas Parties	
8:00 AM to 1:30 PM	Preschool/Kindergarten	102
9:00 AM to 12:00 PM	MMO	154
6:30 PM to 7:30 PM	Pastor's Bible Study	Chapel
7:30 PM to 8:30 PM	Foundation Committee	Conference Room

Below the calendar is a monthly view for December 2013 and January 2014. The date 18th of December is highlighted.
- Search**: A search box with fields for "Last Name:" and "First Name/Goes By Name:" and a "Search" button.
- My Groups**: A section titled "My Activities" with a table:

Name	Action
<a href="#">Committees &gt; Audio Committee</a>	I want to... <input type="button" value="Go"/>
<a href="#">Keenagers/Senior Adults &gt; Member</a>	I want to... <input type="button" value="Go"/>

Below this is a "My Classes" section with a plus icon.

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## I. Give Now


The online giving process is made up of five steps:

- Step 1 - Enter the gift amount and how often you want to give
- Step 2 - Select the funds you want to give to
- Step 3 - Select a payment method
- Step 4 - Review and process your gift
- Step 5 - View and print your receipt


You must perform each step to complete the online giving process.

### Step 1: Enter the Gift Amount and How Often You Want to Give

☺ To enter a one-time gift

1. Point to **Giving**, then click **Give Now**.
2. Enter how much you want to give. For example, **\$50.00**.
3. Select the **One Time** option.
4. Enter when you want the gift to start. To select the date from a calendar, click .
5. Click **Continue** to select the funds you want to give to.

☺ To enter a recurring gift

1. Point to **Giving**, then click **Give Now**.
2. Enter how much you want to give. For example, **\$50.00**.
3. Select the **Recurring** option.
4. Select the recurrence pattern you want to use. For more information on recurring giving, click **How Recurring Giving Works**.
5. Select the day of the week you want to give on.
6. Enter the date you want to start the gift. To select the date from a calendar, click .
7. Select when you want the gift to stop. Your available options are **End after <num> occurrences** or **End by <date>**.
8. Click **Continue** to select the funds you want to give to.

If you set up recurring giving to stop on a day that falls within the scheduled frequency, the donation is still transacted. For example, if a recurring gift is set to end on the 30th of the month, the gift is made on the 30th even though it is the final day of the scheduled frequency.

### Recurrence Patterns

#### **Weekly**

Select this option to give the gift every week on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

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## **Every 2 Weeks**

Select this option to give the gift every two weeks on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

## **Monthly**

Select this option to give the gift every month on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

## **Every 3 Months**

Select this option to give the gift every three months on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

## **Twice a Month**

Select this option to give the gift twice a month on two dates you specify. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments. The default 1st Payment and 2nd Payment dates are the 1st and the 16th. The gift is transacted on the first available date; if you enter the 5th and the 25th for the dates but it is the 10th, then the gift will not be transacted until the 25th.

## **My Pledge Detail**

To view your pledge history before starting the giving process, click **My Pledge Detail** at the bottom of the page, and giving summary displays.

You can sort your pledges by **Total Pledged**, **Contrib. YTD**, and **Prv. Yr. Pldg. Pmts.** Just click the column header and the list will automatically sort based on your selection.

## **Giving Summary Information**

### **Fund Name**

Displays the name of the fund you pledged to.

### **Total Pledged**

The total amount you promised to pay into the fund.

### **Contrib. YTD**

The total amount you have contributed to the fund year to date.

### **Prv. Yr. Pldg. Pmts.**

The total amount of pledges made to the fund in the previous year.

### **Balance**

The total amount you have left to pay off the **Total Pledged** amount.

### **Progress**

Displays the how much you have paid towards the pledge versus the **Total Pledged** amount as a percentage and a progress bar.

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## **Total**

Displays a running total of each individual column. So, the total of all **Total Pledged, Contrib. YTD, etc.**

## What if I set up my gift for the end of the month?

If you set up recurring giving to occur on the 28th, 29th, 30th, or 31st of the month, the following rules apply:

<b>Date</b>	<b>When Transaction Occurs</b>
28th	On the 28th day of the month
29th	On the 29th day of the month, unless February or a leap year
30th	On the 30th of the month unless it is February.
31st	On the 31st of the month, or the last day of the month if it does not have 31 days.

If you set up recurring giving to stop on a day that falls within the scheduled frequency, the donation is still transacted. For example, if a recurring gift is set to end on the 30th of the month, the gift is made on the 30th even though it is the final day of the scheduled frequency.

## Step 2: Select the Funds You Want to Give to

Selecting how much money you want to give to your desired funds is the second step in the online giving process.

Once you have established the desired total gift amount and the recurrence pattern, you can start dividing your gift up among the available funds.

If a lot of funds are available, a scroll bar displays on the right-hand side of the Funds list. Use the scroll bar to view more funds to give to.

### When entering funds, keep these things in mind:

- You can apply the entirety of the gift to one fund or divide the gift up among several funds.
- Your total gift amount displays below the funds as **\$<amount> of \$<amount> Remaining**. As you enter amounts for funds, the total amount available decreases. For example, I start off with **\$20.00 of \$20.00 Remaining**, I enter **\$5.00** in the **Van Fund**. My new available gift now reads **\$15.00 of \$20.00 Remaining**.
- You can enter an **Optional Description** for each fund you give to. For example, if I give \$100.00 to the Building Fund, I can enter the **Optional Description**, "To be used to mend Sanctuary roof".
- You cannot proceed to the next step in the online giving process if the total of your funds is less than or more than your total gift amount you entered earlier. If you need to increase your gift amount, click **Back** and make the necessary changes.



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Once you are satisfied with your funds, click **Continue** to select your payment method.

## Step 3: Select a Payment Method

The Payment Methods page displays one of two ways depending on if you have any payment methods entered or not.

### 1. Payment Methods have already been entered

After you have selected your funds, you will need to select your payment method to use. First Baptist Roswell only accepts one Payment method and that is by electronic checks. The fees associated with Credit Cards and Debit Cards prohibit us from accepting them.

To select a payment method, click the **Select a saved account** drop-down list and select which method to use.

Click **Continue** to review and process your online gift.

#### *What if I want to enter a new payment method?*

On the Payment Method page, click the **Add a New Payment Method** link.

Fill out the necessary information; field names displayed in red are required.

To save the payment method for future use, select the **Save for future use** option at the top of the form. A new field, **Account Nickname**, displays. Enter a nickname for the payment method, such as Jame's Checking Account or Carol's Savings Account.

Click **Continue** to review and process your online gift.

### 2. Payment methods have never been entered

After you have selected your funds, the Add Payment Method form displays. Fill out the necessary information; field names displayed in red are required.

To save the payment method for future use, select the **Save for future use** option at the top of the form. A new field, **Account Nickname**, displays. Enter a nickname for the payment method, such as James' Checking Account or Carol's Savings Account.

Click **Continue** to review and process your online gift

## Step 4: Review and Process Your Gift

This page gives you one last time to look over all the information you entered before you complete the giving process.

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Make sure the following information is correct before proceeding:

- the payment information and amount
- the funds you want to give to
- the gift descriptions

Once you are satisfied with the information, click **Process Gift**. If you are scheduling a gift to be processed at a future date, click **Schedule Gift**.

You can now print the gift receipt.

## Step 5: View and Print the Gift Receipt

After you process your gift, the Receipt page displays the same information as the Review and Process page, however, from this page you can print the receipt information for your personal records.


To print the receipt information, click **Print** on the right-hand side of the page.

## II. Manage Scheduled Giving

The Manage Scheduled Giving tab displays the date and amount of your next scheduled contribution. From this tab, you can reassign payment methods, and edit or deactivate contributions. The amount and date of the next scheduled gift displays at the top of the page.


### Editing a gift

 To edit a gift

1. On the **Manage Scheduled Giving** tab, under **Actions**, click **Edit**  for the gift you want to edit.
2. Make the necessary changes.
3. Click **Update**.

### Deactivating a gift

 To deactivate a gift

1. On the **Manage Scheduled Giving** tab, under **Actions**, click **Deactivate**  for the gift you want to deactivate.
2. The gift now displays under the **Giving Schedules - On Hold** section.


### Giving Schedules - On Hold

The Giving Schedules - On Hold section only displays if you have a deactivated gift. Deactivated gifts can be activated or deleted from the Giving Schedules - On Hold section.

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## Activating a gift

To activate a gift

1. In the **Giving Schedules - On Hold** section, under **Actions**, click **Activate** .
2. The gift is reinstated to the **Giving Schedules - Active** section.

## Deleting a gift

To delete a gift

1. In the **Giving Schedules - On Hold** section, under **Actions**, click **Delete** .
2. The gift is removed from the **Managed Scheduled Giving** tab.




To review your giving history, click the **Review My Giving History** link in the right-hand corner.

Depending on how your organization's Online Giving Setup was configured, the Review My Giving History link may or may not display.

To make a new gift, click the **Give Now** link.

## My Pledge History

The My Pledge History tab displays your pledge information for the current and past year. Your member picture, personal information, and family information displays across the top of the tab.

- To edit your personal information, click **Edit personal information** .
- To add a new family member to your record, click **Add new family member** .
- To view your family information, click **View family information** .

The total of your pledges given in the selected year displays after **Total Given to Pledges in <year>**. If any money is required to meet your established pledge goal, the amount displays after **Remaining Balance**.

- To make a contribution from the My Pledge History page, click **Give Online**.
- To change the year you are viewing pledges for, click the **Pledge Summary** for drop-down list.