



BEFORE YOU BEGIN, YOU SHOULD HAVE:

- **A WORKING EMAIL ADDRESS:** In order to set up Online Giving, you must have a working email address. You will not be able to set up Online Giving without a working email address.
- **YOUR BANK ACCOUNT INFORMATION AND/OR CREDIT CARD INFORMATION:** You may elect to have your contributions debited directly from a bank account. You will need the account number and the routing number for your account. You may also elect to pay via Mastercard or Visa. (We do not accept American Express.) You will need your credit card information and expiration date.
- **ABOUT 10-15 MINUTES TO SPEND SETTING UP THE ACCOUNT.**

SETTING UP ONLINE GIVING

1. Click on the Online Giving icon in the upper right corner at www.abecket.org.
2. You will be taken to the Online Giving website and will see the following page. Click on Sign up for a New Account.

St. Thomas a'Becket Church

Home - [Create New Account](#) - [Existing User Login](#) - [About Online Giving](#) - [Online Giving FAQs](#) - [Contact Us](#)

Welcome to Online Giving! [Watch Help Video!](#)

We are grateful for your support of our church. Online Giving allows you to make contributions to our church without writing checks or worrying about cash donations. This site lets you set up automatic contributions and change the timing or the amount of your gift at any time. You may make pledges and manage your contributions to the pledge amount, and you may make one-time donations to special causes. Please click on "Sign Up for Your New Account" and complete your initial account registration. Thank you!

Existing User Login

User ID:

Password:

Forgot **User ID** or **Password**?
[Sign up for a New Account](#)

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ABOUT SSL CERTIFICATES

3. You will be taken to a User Information page. Select a username and password and complete the other Personal Information and Address Information details. Please note that your username must have at least one number in it and your password must contain one of the following four characters: ! @ & * (exclamation point, at sign, ampersand, or asterisk). When you have finished completing all required fields (marked with a red asterisk), please click Submit.

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New User Account Registration

Please fill out the form below. Fields with asterisk next to them are required. The address information you provide will only be used for billing purposes. Once submitted, you will receive an email containing a link that you must click in order to activate your account. Once you have validated your email address you may then login.

Login Information	Personal Information	Address Information
User ID: *  <input type="text"/>	First Name: * <input type="text"/>	Address 1: * <input type="text"/>
Password: *  <input type="text"/>	Last Name: * <input type="text"/>	Address 2: <input type="text"/>
Confirm Password: * <input type="text"/>	Email Address: * <input type="text"/>	City/State: * <input type="text"/> AL 
Registration Code: <small>Administrative Use Only</small> <input type="text"/>	Confirm Email Address: * <input type="text"/>	Zip: * <input type="text"/> <input type="text"/>
	Phone #: <input type="text"/>	

4. If you receive an error message, correct the errors listed, make sure all required fields are completed and click Submit.
5. Our Online Giving program will send an email to the email address you registered, asking you to confirm the Online Giving setup. Please check your email and follow the directions within the email to confirm your account setup.

- After you click on the email link to confirm your account setup, you will see the following screen. You must now log in (using the username and password you just set up in step 3). Enter your login information and click LOGIN.



- When you log in, you will see your user dashboard. This main dashboard contains all of the controls that you need. Online Giving has a series of step by step help videos. To view them, click on the link that says Watch Help Videos.



- Before you can set up a one-time or recurring donation, you will need to enter your payment information. There are two easy ways to pay for your gifts to St. Thomas a'Becket. You can have money debited directly from a bank account, or you can charge your contributions to Visa or Mastercard.
- To set up a debit from your bank account or to charge your credit card, click My Payment Methods.

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[Manage My Account](#) [About Online Giving](#) [Online Giving FAQ - Contact Us](#) Welcome [blank] - [Sign Out](#)

Online Giving Home [Watch Help Video!](#)

Give a New Gift
View a list of Gifts that you can give to!

My Personal Information
View / Edit My Personal Information such as Name and Email Address.

My Payment Methods
Add / Edit Payment Methods such as a Bank Account or Credit Card.

My Online Giving History
View a detailed History of your past Online Giving.

My Active Online Giving
View / Edit Gifts that you are actively Giving to, such as a Pledge.

My Giving Snapshot
Total Given: \$0.00
Given YTD: \$0.00

My Recent Gifts

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10. You will see the following payment window. Click Add New Credit Card if you would like to charge your payments or Add New Bank Account if you would like your contribution to be directly debited from your bank account. Credit card users, proceed to step 11. If your donation will be debited directly from your bank account, proceed to step 12.

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Manage My Account | About Online Giving | Online Giving FAQ - Contact Us | Welcome Kirste Mol... - Sign Out

Manage My Payment Methods

Watch Help Video!

My Credit Cards | My Bank Accounts

Row with card Expired/expiring in 30 days

You do not have any Credit Cards on file. [Click here](#) to add one!

Add New Method

- [Add New Credit Card](#)
- [Add New Bank Account](#)

Your information is stored on our secure servers and your privacy will never be compromised. Your payment methods are not visible or accessible to the church administrator.

My Online Giving

- [Give a New Gift](#)
- [My Online Giving History](#)
- [My Active Online Giving](#)
- [Payment Acronyms Description](#)

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11. Enter you're the required information fields in the credit card window (if you opted to pay by credit card). Click SUBMIT. Proceed to step 13.

Add New Credit Card

Accepted Cards:

Card Alias: *

Card Number: *

Expiration Date: 1 - January * 2010 *

Billing Address: [Click here to enter an Alternate Address](#)

In the Card Alias field, enter a nickname for your credit card.

12. If you opted to have your contribution debited directly from your bank account, complete the required fields and click SUBMIT.

Add New Bank Account

Bank Alias: *

Account Type: *

Account #: *

Confirm Account #: *

Routing # (9 digits): *

Confirm Routing #: *

Enter a nickname for this account (Example: BankOne, Chase, CreditUnion)

SUBMIT **CANCEL**

Routing Number **Account Number**

13. You will return to Manage Your Payment Methods. You should now see the account(s) you entered listed in the appropriate tab. Debit accounts will be listed in the tab that says My Banks Accounts. Credit Cards will be listed under the My Credit Cards tab.

14. Now that you have set up your payment information, you can set up your giving details. Return to the main dashboard by clicking on the Manage My Account drop-down menu and selecting My Online Giving Home.

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Manage My Account **About Online Giving** **Online Giving FAQ - Contact Us** Welcome, [Name] - Sign Out

My Online Giving Home

Give a New Gift

My Personal Information

My Payment Methods

My Online Giving History

My Active Online Giving

Add New Method

Add New Credit Card

Add New Bank Account

Your information is stored on our secure servers and your privacy will never be compromised. Your payment methods are not visible or accessible to the church administrator.

My Online Giving

Give a New Gift


My Online Giving History

My Active Online Giving

Payment Acronyms Description

15. You will see the main login screen. (This is the screen that you will see every time you log in to your account.) Click on Give a New Gift.

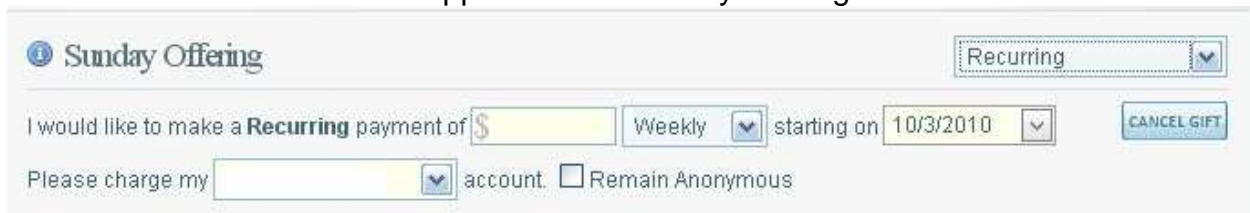


16. You will see several different funds to which you can contribute. Gifts can be recurring (occurring at regular intervals you set) or one-time gifts. You can find out more information about any of the funds by holding your mouse over the blue information button to the left of the fund name. ( = information button)

17. The following example show how to set up a regular Sunday offering. However, you can use the same steps to contribute to any of the other funds. Click on the (Select Gift Type) drop down menu and select Recurring.



18. You will see a window appear below Sunday offering that looks like this:

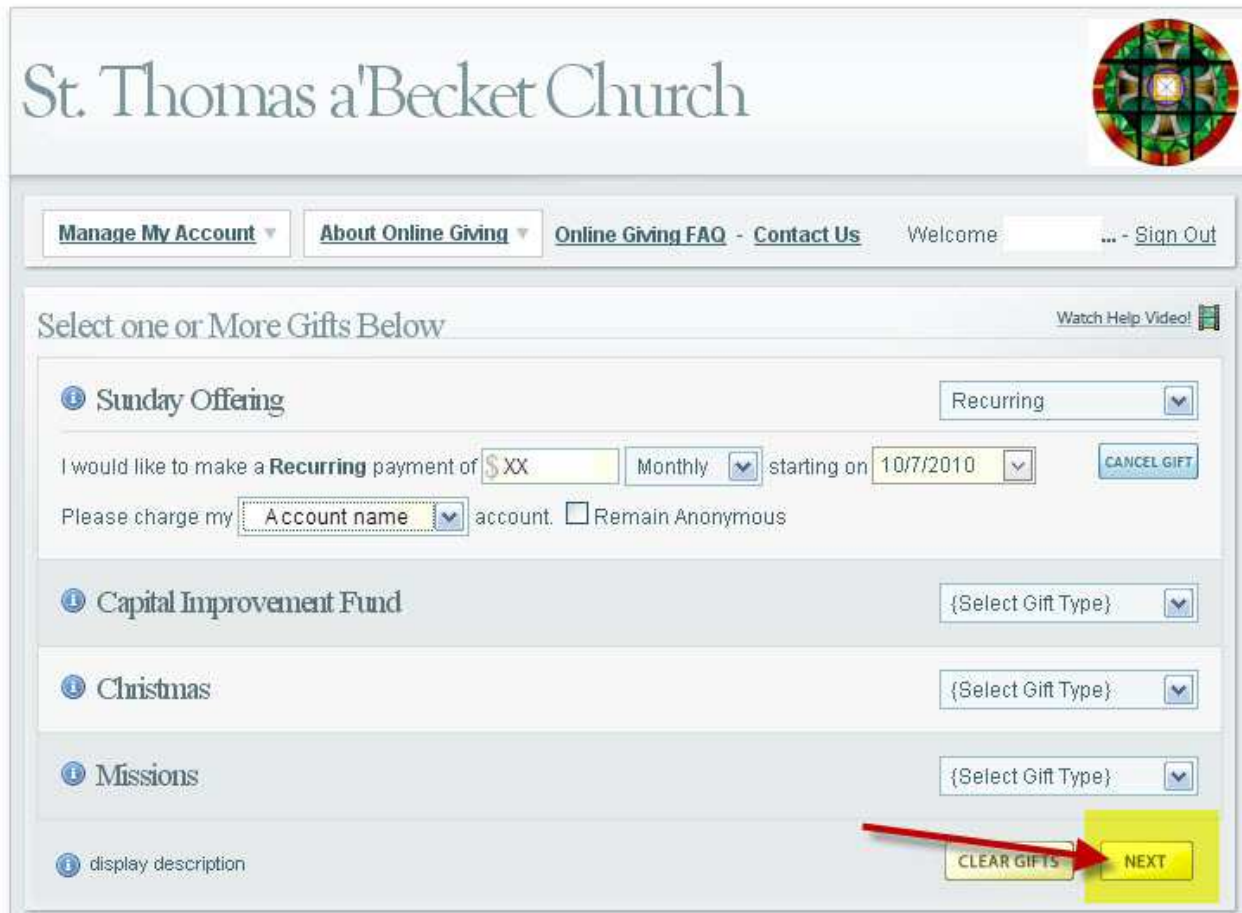


The screenshot shows a web form titled "Sunday Offering". At the top right, there is a dropdown menu set to "Recurring". Below this, the text reads "I would like to make a **Recurring** payment of \$ [input field] [Weekly] starting on [10/3/2010]". To the right of this text is a "CANCEL GIFT" button. At the bottom, it says "Please charge my [input field] account. Remain Anonymous".

19. There are several components to this window that you must complete:

- a. Enter the amount that you would like to donate.
- b. Click on the drop-down menu and indicate whether you would like to pay this amount Weekly, Monthly, Yearly or Quarterly.
- c. Provide a start date for these donations to begin.
- d. Indicate the account to which donations should be posted. You will see the name(s) of your account(s) and can select the correct account.
- e. You can opt to Remain Anonymous.

20. Confirm that all of your information is entered correctly and click Next.



The screenshot shows the main interface of the St. Thomas a'Becket Church website. At the top, the church's name is displayed in a large serif font, accompanied by a circular logo on the right. Below the header is a navigation bar with links for "Manage My Account", "About Online Giving", "Online Giving FAQ - Contact Us", and a user greeting "Welcome ... - Sign Out". The main content area is titled "Select one or More Gifts Below" and includes a "Watch Help Video!" link. The "Sunday Offering" form is highlighted, showing a "Recurring" dropdown, a payment amount of "\$XX", a "Monthly" frequency, and a start date of "10/7/2010". Below this are three other gift options: "Capital Improvement Fund", "Christmas", and "Missions", each with a "{Select Gift Type}" dropdown. At the bottom right, there are two buttons: "CLEAR GIFTS" and "NEXT". A red arrow points from the "CLEAR GIFTS" button to the "NEXT" button.

21. You will see a confirmation screen that details the contribution you just entered. Review your information and click SUBMIT.

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[Manage My Account](#) [About Online Giving](#) [Online Giving FAQ - Contact Us](#) Welcome ... - [Sign Out](#)

Confirm My Gifts

[Watch Help Video!](#)

Your donations have not yet been submitted. Please review your donations and make sure all the information is correct. Click the **Back** button if you need to make changes. When you are ready submit your donations, click the **Submit** button below.

Sunday Offering **Recurring**

I would like to give \$ **Monthly**. Please charge my account starting on **10/07/2010**.

Note: A copy of your Receipt will be sent to your Email Address.

[BACK](#) [SUBMIT](#)

22. Your donation information will be processed and you will see a donation confirmation page that looks like this. You can print this page for your records or click Finish. Clicking Finish will return you to your main dashboard.

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[Manage My Account](#) [About Online Giving](#) [Online Giving FAQ - Contact Us](#) Welcome ... - [Sign Out](#)

Your Gift(s) have Been Processed

[Watch Help Video!](#)

Sunday Offering **Recurring**

You are Offering \$ **Monthly to Sunday Offering**. Your account will be charged starting on **10/07/10**.

[PRINT](#) [FINISH](#)

23. You can repeat steps 17-22 for funds other than the Sunday Offering.
24. We are both grateful for and dependent upon the kindness of our parishioners.
THANK YOU FOR YOUR GENEROSITY!