Steps to Set Up Online Giving

- Making payments through our secure online giving platform in ChurchLife is easy. Go to www.fumcaustin.org/churchlife or click the ChurchLife link at the top of the church website.
- Create or log in to your account. If you don’t already have an account, no problem. Creating an account only takes a minute and will be used for all transactions going forward.
- Once you create an account, select the **Give Online** option from the menu.

- Next, you will need to specify the amount you want to give to the **Ministry Plan**, FUMC’s primary budget. Other funds are available in the drop down menu if you want to give to a Sunday School class or a specific ministry fund such as Mobile Loaves & Fishes. The **optional memo** box is used for special love offerings or gifts that don’t have a dedicated fund. Simply, type in the notes where you want the gift to go, e.g., “Pastor Cathy’s Love Offering.”
- For **recurring gifts**, enter the amount of the recurring payment, not your total pledge. Next, select how often the payment is made and when.
- If it’s a **one-time gift**, specify the date you want to make the payment.
- Click **Add a New Payment Method** to securely link 1) Checking 2) Credit/Debit or 3) Savings to your online giving. **Checking or Savings** options incur the lowest fees for the church. While **Credit/Debit** cards are convenient, they cost the church an average of 3.3% in fees. The church budgets up to $1,500 annually in credit card fees. If you choose to use a credit card, please consider writing a separate check each year to cover that convenience fee.
• Once you set up your payment method online and a recurring gift, you are all set.
• You can update your gift amount and/or payment method at anytime in ChurchLife.
• **NOTE:** If you choose an end date such as December, you will be required to set up a new gift in January for the next calendar year. It is easier if you select the option “until I cancel” and then update the amount in the next calendar year if your pledged amount changes.

• Once you make or schedule your gift, you will receive an email confirming payment.
• For recurring gifts, you will receive a confirmation email on the day you selected each month to have your gift posted.
• **My Scheduled Giving** option under Giving in the navigation menu will show you your recurring gift that you scheduled should you need to reference it again.

• **My Giving History** option under Giving in the navigation menu will show you a history of your gifts for the year and the total amount year-to-date (YTD).
• There is a tab called **My Pledge History** that will show you how much has been given YTD and the balance for your pledge for the current calendar year.

| Pledge Summary for | 2019 | | | | This is NOT your official tax statement. |
|-------------------|------|-------|-----------------|-------|
| My Pledge | YTD Given | Total Pledged | Previous Year’s PAYMENTS | Balance | Progress |
| Ministry fees | $4,200.00 | $8,400.00 | $0.00 | $3,500.00 | 58% |
| Totals | $4,200.00 | $8,400.00 | $0.00 | $3,500.00 |

**Your Profile**

• At any point in time, you can easily update your contact information in ChurchLife should your email address, phone number, or mailing address change. Go to **My Complete Profile** from the **Home** screen and select **Edit** to update your information.