

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.

A screenshot of the 'New Gift Details' form in the ChurchLife system. The form is titled 'New Gift Details' and has a navigation bar at the top with 'Home', 'Directories', 'Groups', 'Events', 'Giving', and 'Serving'. The form contains the following fields:

- 'Give' field with a value of '\$0.00'.
- 'to' dropdown menu with 'Ministry Plan' selected.
- 'optional memo' text input field with the value 'optional memo'.
- 'Frequency' dropdown menu with 'Once a month' selected.
- 'on the' dropdown menu with '20th' selected.
- 'Starting' date field with '8/20/2019' and 'until' dropdown menu with 'I cancel' selected.
- A summary line: 'Occurs on the 20th day of every month beginning August 20, 2019.'
- 'Payment Details' section with an 'Account' dropdown menu showing 'Select a saved account' and an 'Add a New Payment Method' link.
- A 'Give' button and a 'Cancel' link at the bottom.

- 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.

[Add New Gift](#)

Frequency	Amount	Fund	Gifts	Recent Gift	Next Gift	End Date	Payment Method
Monthly	\$700.00	Ministry Plan	8	8/14/2019	9/14/2019		Home Checking

- **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).

Contribution Information				This is NOT your official tax statement.	
Show: 10 Most Recent Contributions Show All During Date Range					
Date	Number	Amount	Given To	Gift Description	
07/21/2019	7.35	\$700.00	Ministry Plan		
06/17/2019	6.31	\$700.00	Ministry Plan	Online Transaction	
05/15/2019	5.42	\$700.00	Ministry Plan	Online Transaction	
04/16/2019	4.44	\$700.00	Ministry Plan	Online Transaction	
03/15/2019	3.28	\$700.00	Ministry Plan	Online Transaction	
02/15/2019	2.32	\$700.00	Ministry Plan	Online Transaction	
01/16/2019	1.26	\$700.00	Ministry Plan	Online Transaction	
Total		\$4,900.00			

Please note, recent online contributions may not appear until the transaction has been posted to the church's financial records.

- 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 Pledges	YTD Given	Total Pledged	Previous Years' Payments	Balance	Progress	
Ministry Plan	\$4,900.00	\$8,400.00	\$0.00	\$3,500.00	58%	
Totals	\$4,900.00	\$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.

