

Grace Chapel Community Church

New to Online Giving?

3-17-2020

Grace Chapel Community Church

New to Online Giving?

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Grace Chapel Community Church

New to Online Giving?

How to create a giving account

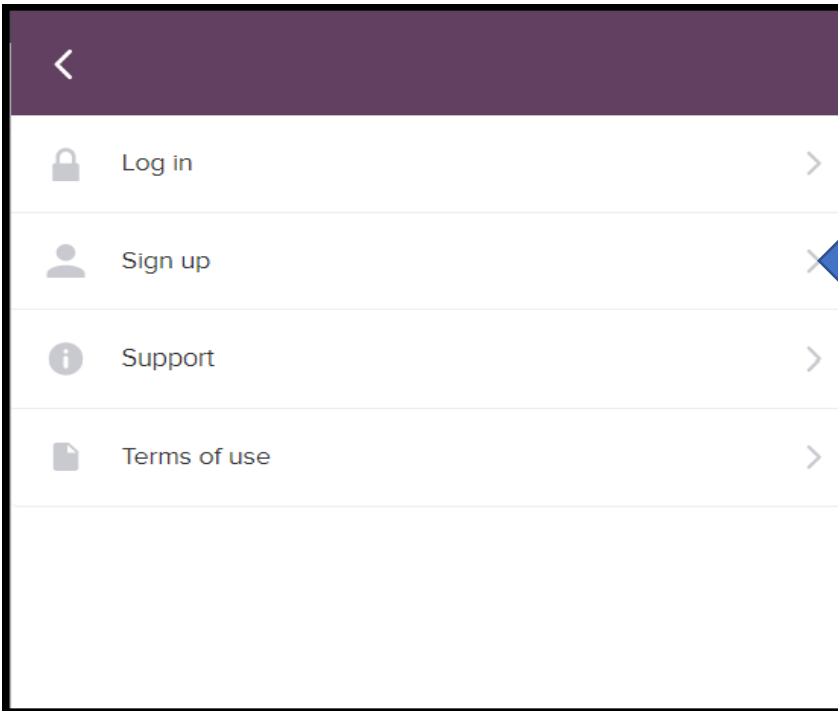
- 1. Go to the Grace Chapel website: gracechapelal.com
- 2. Click on the Give link at the top of the page
- 3. Follow the instructions below

The screenshot shows a web form for creating a giving account. On the left, there is a large '0' with a dollar sign and a horizontal line below it. The form has two main sections: 'FUND' and 'FREQUENCY'. The 'FUND' section has a dropdown menu currently showing 'General'. The 'FREQUENCY' section has four radio button options: 'One-Time', 'Weekly', 'Monthly', and 'Every T'. Below these options is the text 'Enter a dollar amount to make a gift.' At the bottom of the form is a purple button labeled 'NEXT'. In the top right corner of the form area, there is a small grey icon of a person, which is circled in blue. A blue arrow points from the right towards this icon.

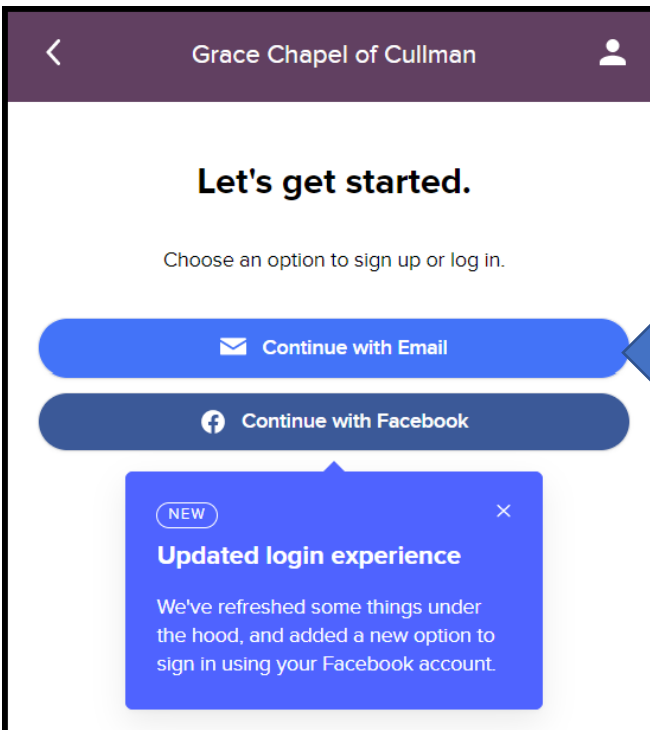
Click on the icon here to begin

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New to Online Giving?



Click on the "Sign up" link to begin the sign up process.



Click on the "Continue with Email" button to sign up using your email address. These instruction do not cover signing up with Facebook.

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Let's get you set up.

John Smith

johnsmith@gmail.com

.....

By clicking on Sign Up, you agree to [Subsplash's Terms of Use](#) and [Privacy Policy](#)

SIGN UP


Already have an account? [Log In](#)

Enter the email address your want to associate with the account




Create a password for the account





We've sent you a link to confirm your email address.

Check your email to continue

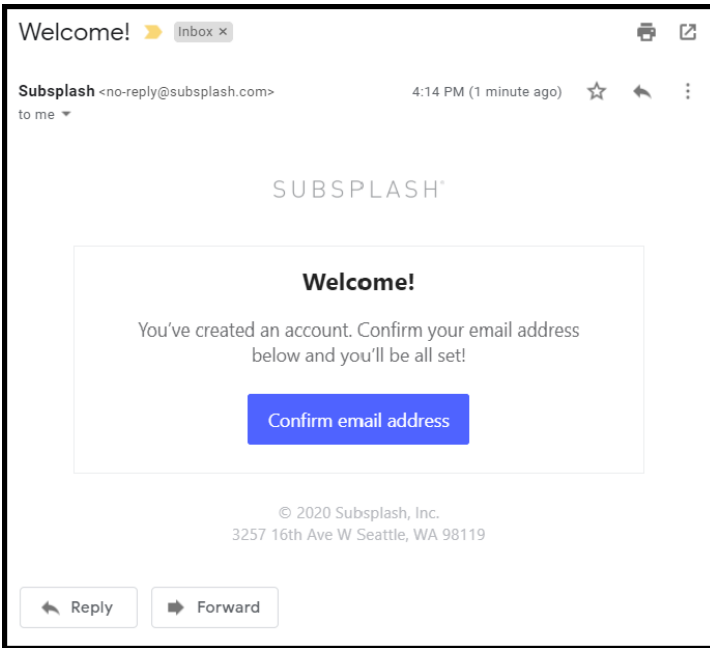

SUBSPASH*

Subsplash will send you an email to the email address you provided with a link to "Confirm email address".

Sign up is not complete until you "Confirm email address"

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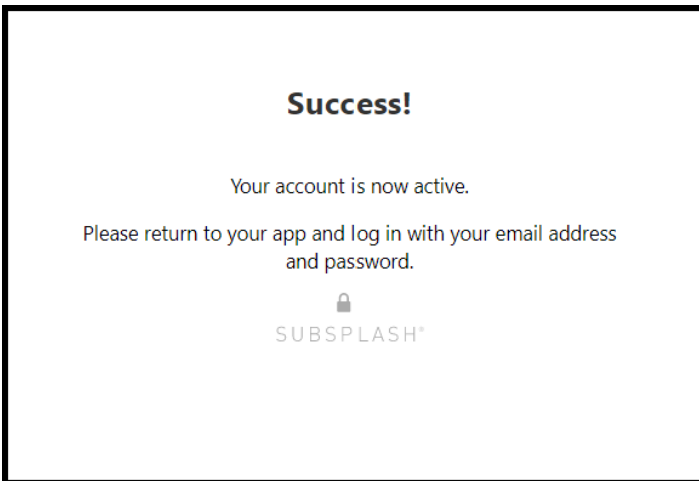
New to Online Giving?



The email you will receive will be similar to this.

Click on the "Confirm email address" button to confirm your email address.

Reminder: Sign up is not complete until you click on this button.



SUCCESS!!!

This message will be displayed in your web browser letting you know you successfully confirmed your email address.

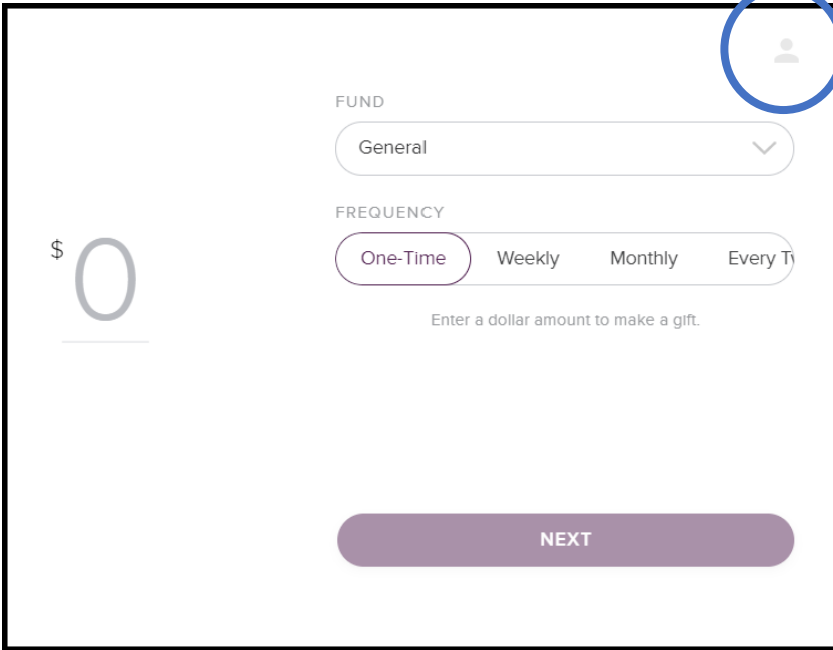
CONGRATULATIONS!!

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New to Online Giving?

How to set up a checking account as a payment method

1. Go to the Grace Chapel website: gracechapelal.com
2. Click on the Give link at the top of the page
3. Follow the instructions below

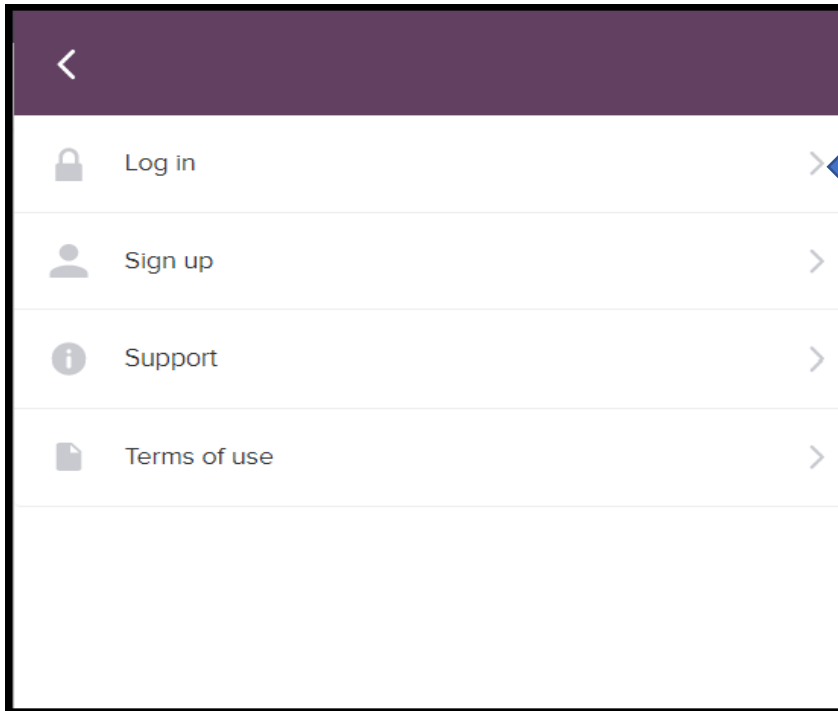


The screenshot shows a web form for online giving. On the left, there is a large '0' with a dollar sign '\$' above it. The form has two sections: 'FUND' with a dropdown menu set to 'General', and 'FREQUENCY' with buttons for 'One-Time', 'Weekly', 'Monthly', and 'Every T'. Below these is a text input field with the placeholder 'Enter a dollar amount to make a gift.' At the bottom is a purple 'NEXT' button. In the top right corner of the form, there is a small grey user icon, which is circled in blue. A blue arrow points from the right towards this icon.

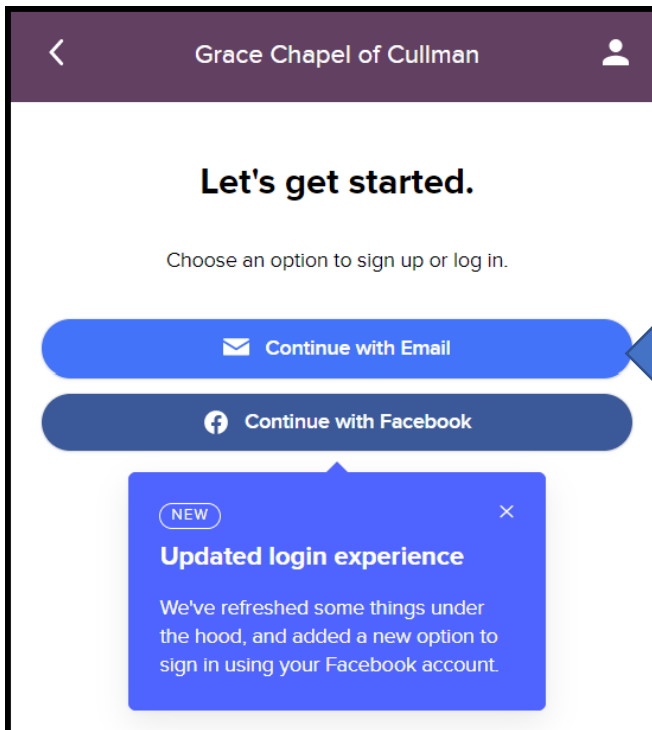
Click on the icon here to begin.

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New to Online Giving?



Click on the "Log in" button to Log in



Click on the "Continue with Email" button to continue the login process.

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New to Online Giving?

Welcome back!


johnsmith@gmail.com

.....

LOG IN

[Forgot Password?](#)

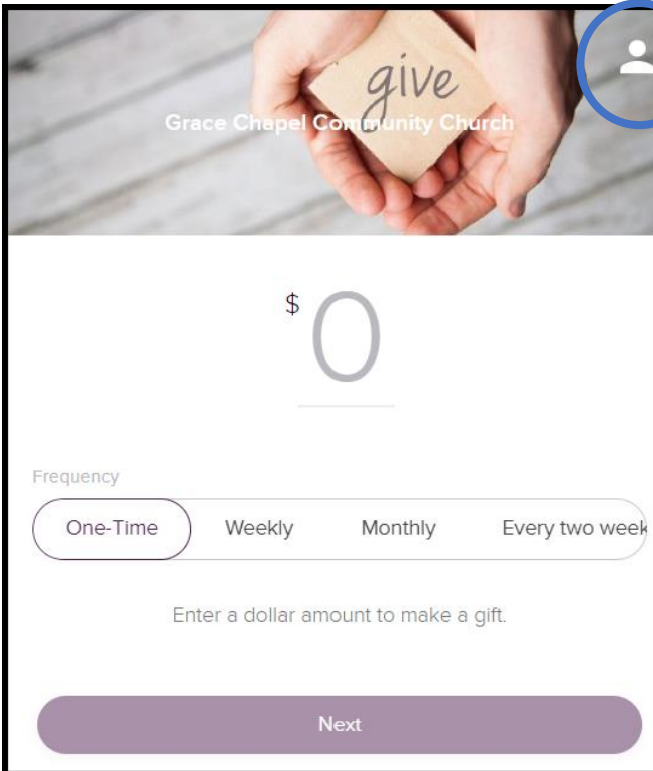
[Need a Subsplash account?
Create an Account](#)


SUBSPASH®

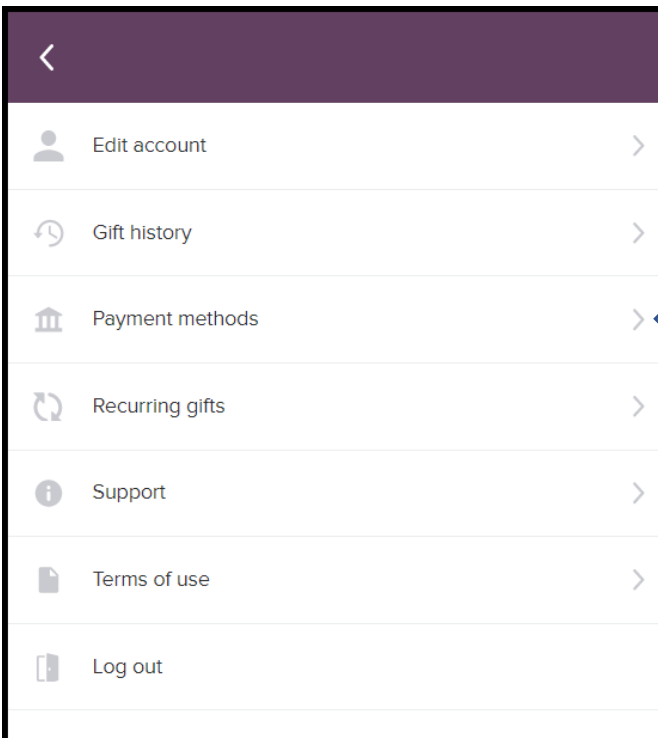
-
1. *Enter your email address*
 2. *Enter your password*
 3. *Click the “LOG IN” button.*
-

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New to Online Giving?



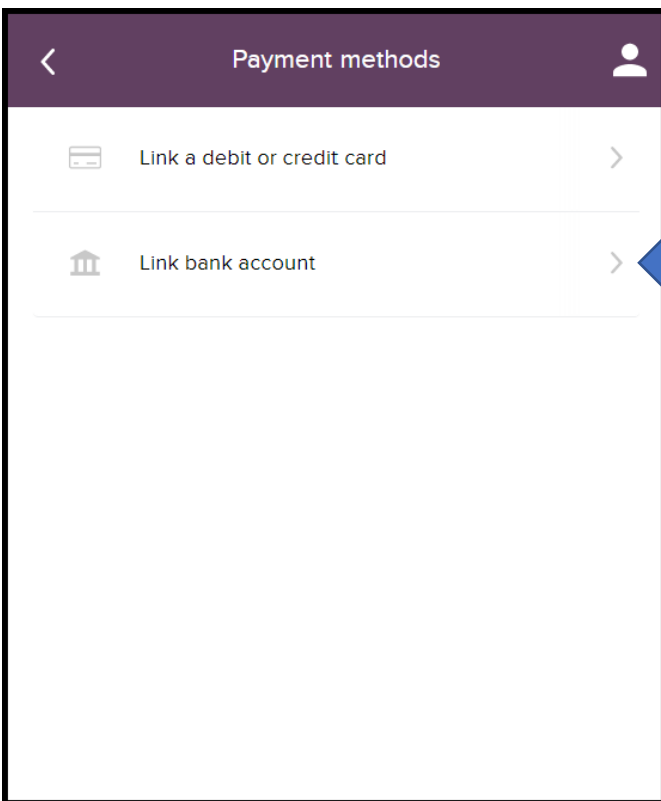
Click on the icon here to go into your account settings.



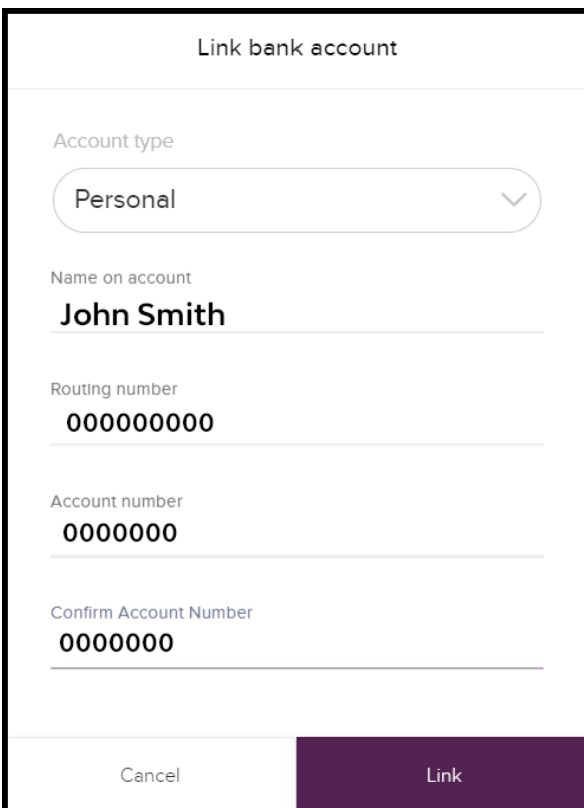
Click on "Payment methods" to set up checking account information

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Click on Link bank account to continue



Enter the name on the checking account.

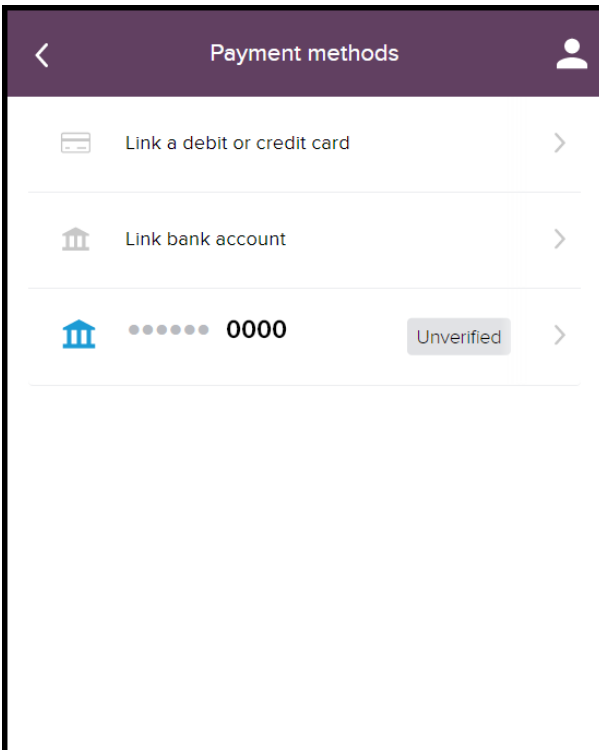
Enter the Routing number from your check.

Enter the Account number from your check.

Then enter it again in the "Confirm Account Number" field and click the Link button.

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New to Online Giving?



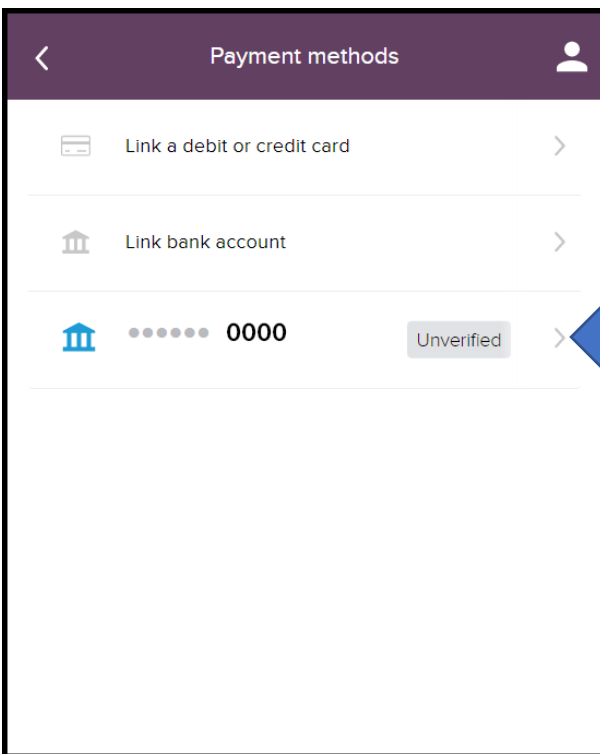
Since you are setting up a checking account as a payment option your linked bank account starts as "Unverified". Subsplash will deposit two "micro" transactions into your account within the next 3 to 5 days. You must verify your checking account by entering the transaction amounts that were deposited.

(Micro transactions are amounts less than \$1.00. This confirms that the account is legitimate.)

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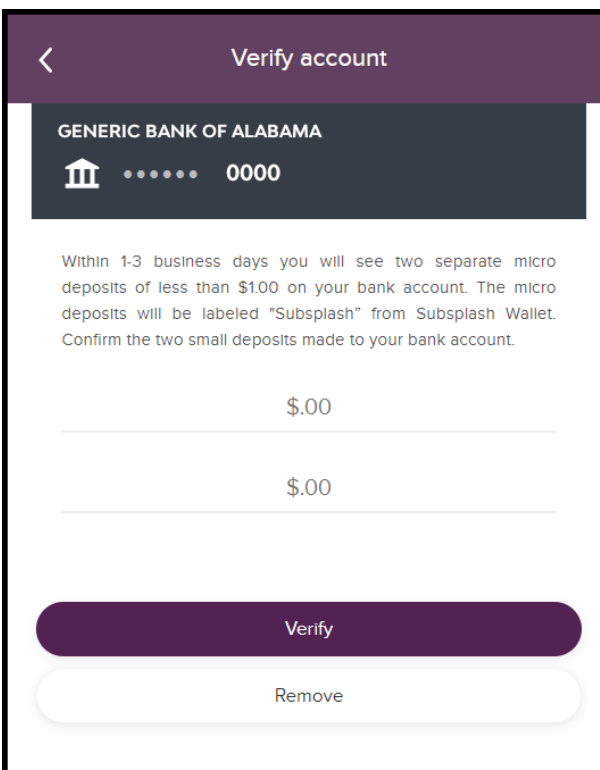
How to verify your checking account



You will need to check your bank account over the next 1 to 2 days to see what the 2 micro transaction amounts are.

When you know the amounts, click here to continue with the verification.

(Micro transactions are amounts less than \$1.00. This confirms that the account is legitimate.)



Enter the two “micro” transactions here and click the “Verify” button.

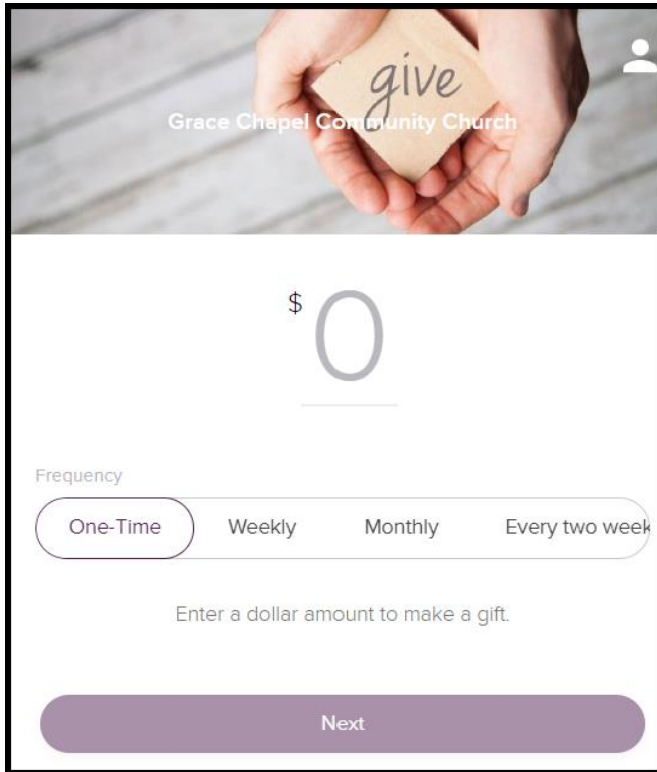
Once verified, your account is set up for online giving.

(Micro transactions are amounts less than \$1.00. This confirms that the account is legitimate.)

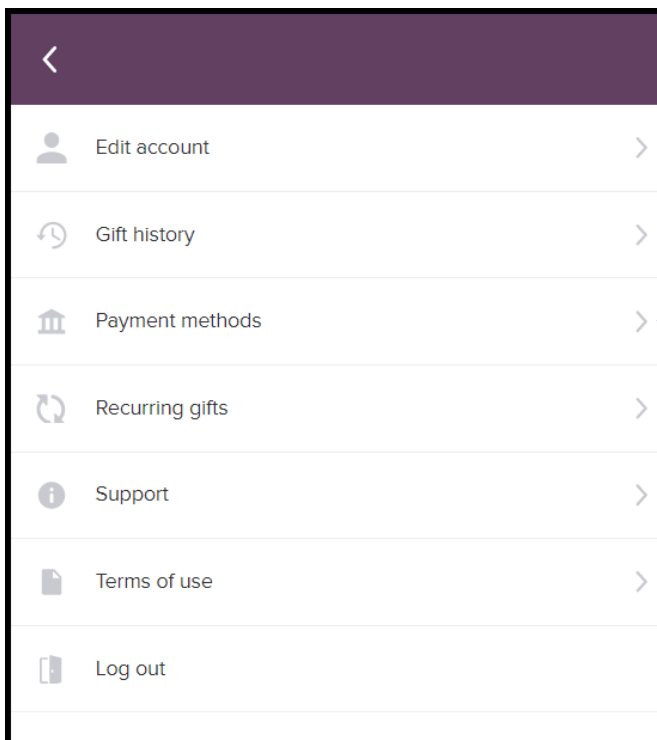
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New to Online Giving?

How to set up a credit card as a payment method



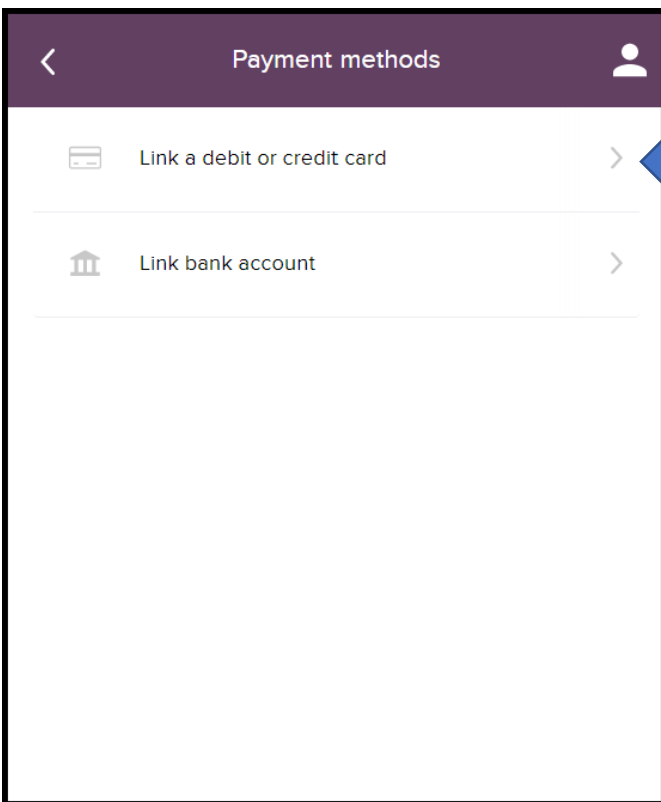
Click here to go into your account settings



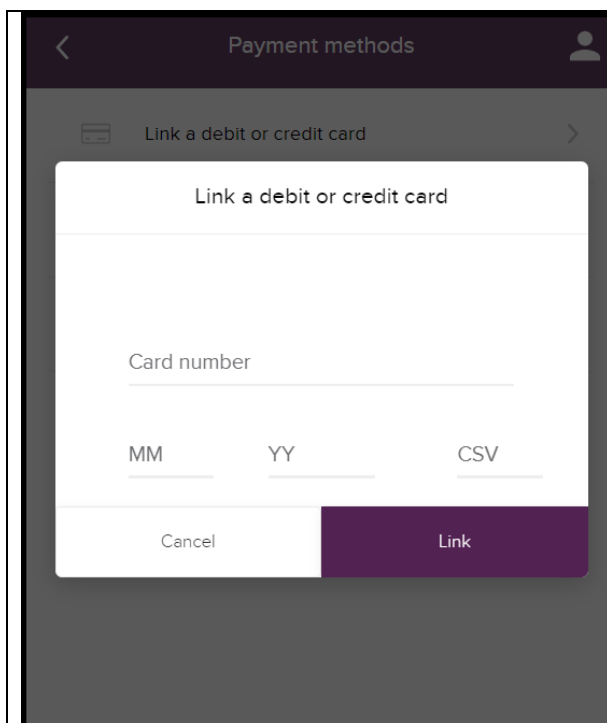
Click on "Payment methods" to set up checking account information

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New to Online Giving?



Click on "Link a debit or credit card" to continue



-
1. *Enter Card number*
 2. *Enter the expiration month(MM) and year(YY)*
 3. *Enter the card security value(CSV)*
 4. *Click on the "Link" button*
 5. *Your account is set up for online giving.*
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