



Grace Fellowship E-Giving Setup Instructions

1. Go to the following link <http://e-giving.org/start.asp?id=2537> or visit www.gracefellowship.ws and click on the link for e-giving.
2. Click on the Register now button on the right side of the page.

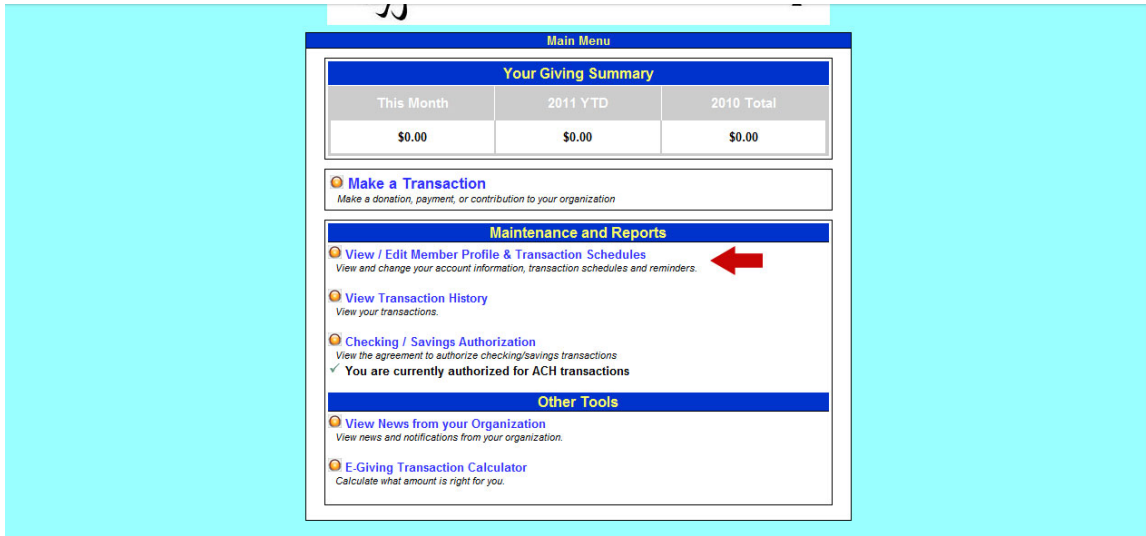
3. Complete the member profile form and create your username and password. Passwords are case sensitive. Please make a record of your username and password.
4. On the next screen, click on Authorize Savings/Checking Transactions



5. After reading the Online E-Giving Agreement, check the box at the bottom of the page to authorize e-giving and click Submit.
6. You will then see a message that states that you are authorized to do checking/savings transactions.
7. Click "Main Menu" to go back to the home page and continue your setup.



8. Click on View/Edit Member Profile & Transaction Schedules



9. Click on Debit Cards or Bank Accounts at the top of the page, depending on which method of payment you want to use. **If you are setting up a recurring giving transaction, please use a checking account as it is less expensive for the church.**
10. Once you have chosen a payment method, click on +Add.
11. Enter the requested information for the account you wish to use for e-giving and click Save.
12. Close the popup window in which you entered your account information.
13. To see if the account was added successfully, refresh the page and then click on the type of account you entered. If it was entered successfully, the account will be shown on the page. **Validate that the routing and bank account number (or debit card number) are correct.**
14. To schedule a recurring or one-time transaction, click on the Transaction Schedules tab and follow the prompts to schedule your recurring or one-time payment.

Thank you for enrolling in the Grace Fellowship e-giving program.