

Online Giving to Eastridge Baptist Church Through our Website

Eastridge Baptist Church accepts *online* giving transactions through our Realm church management system (username and password required) and through our website. **This documentation explains how to give online through our website at www.eastridgebaptist.org.** Note that all online giving flows through our Realm system. If you are a regular attender or member of Eastridge you should have a Realm account. Whether you log into Realm to give or use the link on our website, the result is the same—your online giving will be handled through your Realm account. This allows you to see all your giving in one place.

Important note: Our Realm database does NOT store credit, debit or bank account information. That is all handled through Vanco Payment Solutions, our payment service provider.

What payment methods do you accept?

We accept online transactions from checking or savings accounts (ACH or e-checks) or debit or credit cards (VISA, Mastercard and Discover). We do not accept AMEX.

Who can give online through the Eastridge website?

Both **Realm account holders** (username and password required) and **Guest donors** can give online through the Eastridge website.

A. Online Giving Through the EBC Website: Realm Account Holders

1. Go to the Eastridge Baptist Church website at www.eastridgebaptist.org and click on the **online giving** menu. You will see a page that explains the various ways of giving to Eastridge.
2. Click on the **GIVE ONLINE** link in the middle of the page. You will be taken to the **Give to Eastridge Baptist Church** screen.

The image shows two sequential screenshots of the online giving interface for Eastridge Baptist Church. The left screenshot displays the 'Give to Eastridge Baptist Church' form with the following fields: 'Give' (50.00), 'To' (General Offering), and 'Email' (myemailaddress@gmail.com). A blue 'Give' button is at the bottom. The right screenshot shows the 'Sign In' screen with a 'Password' field and 'Sign In' and 'Continue as Guest' buttons. An arrow points from the left screenshot to the right one.

3. Enter the amount you'd like to give, select the appropriate fund from the pull-down list, then enter your Realm email address (this must match the mail address you use to log into your Realm account).
4. Click **Give**.
5. If your email address matches a known Realm account, you'll see a message that says, "We know you!" Enter your Realm password and click **Sign In**.

- You will be logged into your Realm account and placed on the **Give Now** page where you can enter your giving details.

This is the **Give Now** page inside your Realm account. This example shows a monthly recurring gift of \$100 to the General Offering. The transaction will be processed on the 5th of every month, starting January 5, 2017 and ending when the account holder cancels the recurring transaction.

Additional Information:

- During months that have less than 31 days, recurring gifts scheduled for the 31st of each month will process on the last day of the month.
- If you set up a recurring online gift, you will be sent an email when the end date has been reached.

- Enter the giving amount and select the appropriate fund from the pull-down menu.
- To give to more than one fund in a single transaction, click **Give to an additional fund**. Enter the giving amount and select the fund. You can give to as many funds as are available in the pull-down menu.
- Once you have entered the giving and payment details, click in the check box next to **I'm Not a Robot** and follow the steps to verify that you're a human being.
- Click **Give**.
- You will receive an email receipt for your giving.

B. Online Giving Through the EBC Website: Guests

A **Guest donor** is anyone who does not have a Realm account through Eastridge Baptist Church. Typically, Realm accounts are available to regular attenders and members of the church. Guests can donate online and, in some cases, make payments for fees (eg. Awana).

- Go to the Eastridge Baptist Church website at www.eastridgebaptist.org and click on the **online giving** tab. You will see a page that explains the various ways to give to Eastridge.
- Click on the **GIVE ONLINE** link in the middle of the page. You will be taken to the **Give to Eastridge Baptist Church** screen.

3. Enter the amount you'd like to give, select the appropriate fund from the pull-down list, then enter your email address.
4. Click **Give**. Our Realm software will search to see if your email address exists in our database. If it does exist, you will be asked to enter your password and log into your Realm account. If your email address does not exist in our Realm database, you will be taken to the **Guest** giving information screen.

If you are a **guest** donor (do not have a Realm account through Eastridge Baptist Church), you will use the Guest giving screen to enter your gift/payment information.

Additional Information:

Guest cannot create a recurring giving transaction (eg. monthly). The transactions are one-time only.

5. Enter your gift amount and select a fund from the pull-down list.
6. To give to more than one fund, click on **Give to an additional fund** and repeat steps 5 and 6 for subsequent funds. You can give to as many funds in one transaction as are available on the pull-down menu.
7. Select the Account Type from the pull-down list (see transaction fees below).
8. Enter your account information in the remaining boxes.
9. Click in the check box next to I'm Not a Robot and follow the steps to verify that you're a human being.
10. Click **Give**.
11. You will be emailed a receipt for your donation.

Thank you for supporting the ministry of Eastridge Baptist Church through your online donations.

Where Can I Get Help?

If you have a Realm account, please refer to Realm's online help (click on the "?" in the top right-hand corner or any Realm screen while on the giving page and you'll get context-based help information) for step-by-step instructions on how to complete the giving information. You can also call the church office at 253-630-2327 during office hours (Tues–Thurs from 9:00am to 3:00pm and Fri from 9:00am to 4:00pm) and we'd be happy to answer any questions you have about online giving.