

Online Giving Account Creation Instructions

To make it more convenient for you to financially support the ministries of Resurrection MCC, we now offer a new, convenient online giving payment option through ACS Technologies.

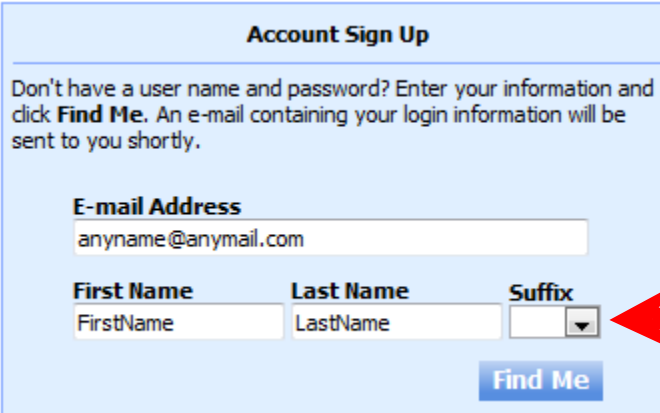
Online giving enables you to easily make your financial contributions to the church by credit card, debit card, or directly from your bank account. It is a simple and easy way for you to give, and provides many advantages to you, as well as to the church. **There is no cost to participate.** All you need to do is to set up an online giving account by following these steps:

- 1) If you are accessing these instructions from the Resurrection MCC website, please print this file or save it to your computer for reference during the account creation process.
- 2) [Click here](#) to get to the ACS Online login screen or navigate your web browser to the this URL: <http://bit.ly/RMCC-MyJourney>.
- 3) Click the **Click here** link at the bottom of the page.

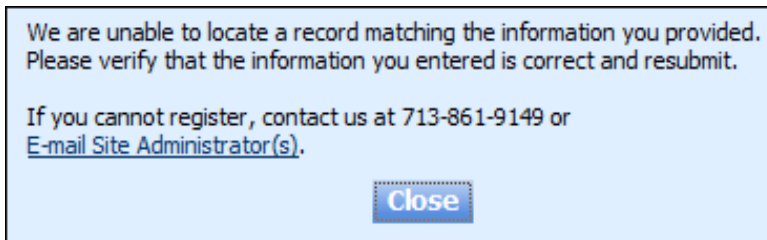


Need a login? [Click here](#)

- 4) Fill out your **E-mail Address, First Name, and Last Name** and then click the **Find Me** button.



- 5) If ACS is unable to locate your record and you receive the message shown below, please contact **Joy Jolley** at the (713) 861-9149 x102 or joy@resurrectionmcc.org.



- 6) Otherwise, check your e-mail account for an automated e-mail message with the subject line: **Account Information Request from Resurrection Metropolitan Community Church**. This email will contain your ACS online giving username and password.

Account Information Request from Resurrection Metropolitan Community Church

February 25, 2013, 9:30 PM

Thank you for registering with us.

We are happy to provide you with your user name and password so that you may login into your personal record at any time.

See Step 7

Click [here](#) to login.

Your user name is: AnyName

Your password is: mHb8k3bFiA3k

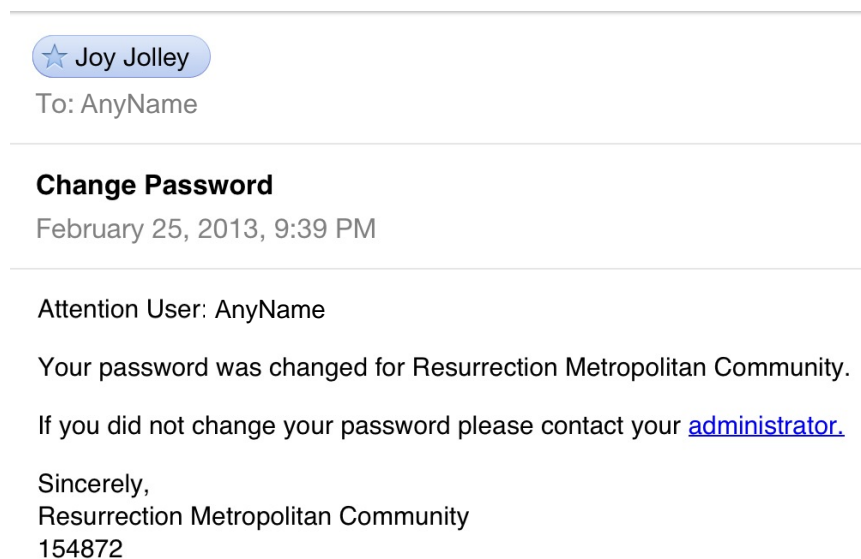
You will be required to change your password the first time you log in. Please keep your user name and password confidential.

Sincerely,

Resurrection Metropolitan Community Church

- 7) Click the **here** link contained in the e-mail message you received to login (see above) or go back to **http://bit.ly/RMCC-MyJourney**. Sign in using your e-mail address (or username) and the password supplied to you, then click the **Sign In** button.

- 8) The system will prompt you to change your password before proceeding. Once you have changed your password, you will receive a password change confirmation e-mail.



- 9) To schedule a gift, select **Give Now** under the **Giving** tab at the top of the ACS homepage.



10) Complete the following steps to set up your online contribution:

- 1 **GIFT:** Indicate whether you would like to make a **One Time** gift or a **Recurring** gift. If you are making a recurring gift, select the recurrence pattern, the day of the week on which you want to give, and when you would like to start giving and stop giving. Click the **Continue>>** button when you are done making your selections.

The screenshot shows the 'Giving' section of a website with a navigation bar containing 'Home', 'Directories', 'Groups', 'Events', and 'Giving'. Below the navigation bar are two tabs: 'Give Now' and 'Manage Scheduled Giving'. A progress bar at the top of the form area has five steps: 'Gift' (1), 'Funds' (2), 'Payment Method' (3), 'Review & Process' (4), and 'Receipt'. The 'Gift' step is active. The form contains the following fields and options:

- How much would you like to give? ex: 50.00
- How often would you like to give? One Time Recurring
- Which recurrence pattern do you prefer? Weekly Every 2 Weeks Monthly Every 3 Months Twice a Month
- On which day do you want to give?
- When would you like to start giving?
- When would you like to stop giving? End after: occurrences End by:

A red arrow points to the 'Continue >>' button at the bottom right of the form.

- 2 **FUNDS:** Designate the fund account for your gift and then click the **Continue>>** button. You may add a comment regarding your **General Tithes & Offerings** contribution.

The screenshot shows the 'Funds' step of the online giving process. The progress bar now shows 'Gift' (1) as completed and 'Funds' (2) as active. The form contains the following fields and options:

- General Tithes & Offering
- Give Thanks
- GiveThanks-See it Through
- Food Pantry
- Investment in the LEAP
- Imagine Capital Campaign
- Christmas Baskets
- Help RMCC Recycle

At the bottom of the form, it says '\$0.00 of \$50.00 Remaining'. There are two buttons: '<< Back' and 'Continue >>'. A red arrow points to the 'Continue >>' button.

3 PAYMENT METHOD: Save a payment method for future use or enter a one-time payment method for a single use and then click the **Continue>>** button. You can make your online contribution by credit card, debit card, or directly from your checking or savings bank account.



4 REVIEW & PROCESS: Review your transaction details and, if they are correct, click the **Process Gift>>** button. **Congratulations...**your ACS online giving account is now set up!





5 RECEIPT: Print your receipt if you would like to retain a copy of your scheduled gift. If you set up a recurring gift, a receipt will be sent to your e-mail address each time your recurring gift is processed.

11) The contribution amount you specified will be automatically withdrawn from the payment account you designated in the ACS system. The amount you specified, the day on which your online payment is made, and the start date and stop date of your online payment can be updated at any time by selecting **Manage Scheduled Giving** under the **Giving** tab at the top of the **Home** page, and then selecting the **Edit** (✎) icon under **Actions**. Make your changes and then click the **Update** button to confirm your changes.

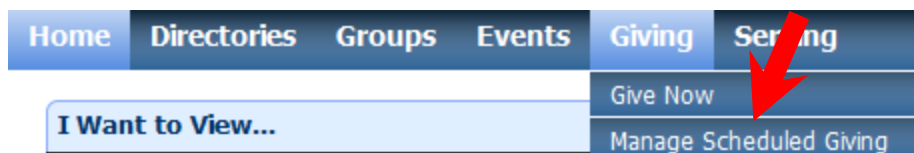
AccessACS™
Welcome, Elisa Vega-Burns

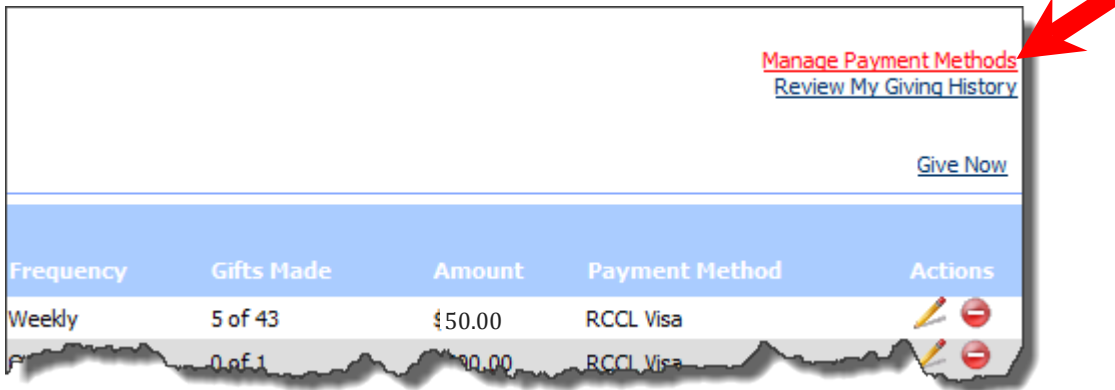
Home Directories Groups Events Giving **Serving**

I Want to View...
[Available Small Groups](#)
[My Connections](#)
[My Comp...](#)
[My Giving...](#)

| Frequency | Gifts Made | Amount | Payment Method | Actions |
|---------------|------------|---------|----------------|---|
| Weekly | 5 of 43 | \$50.00 | RCCL Visa |   |
| One Time Gift | 0 of 1 | \$50.00 | RCCL Visa |   |

12) To change your payment account or edit the frequency of your current online payment, select **Manage Scheduled Giving** under the **Giving** tab at the top of the **Home** screen, and the select the **Manage Payment Methods** link (see next page).



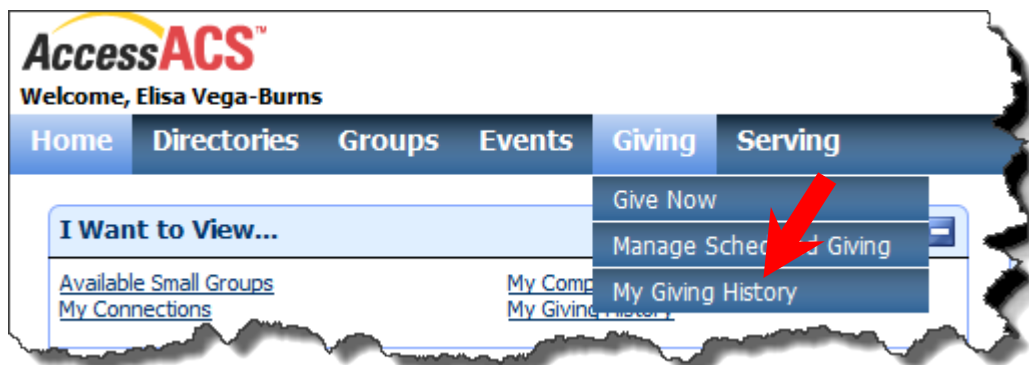


Once your payment methods have finished loading:

- 1 Select the **Edit** button to edit or change your current payment method (see below).
- 2 Select the **Add New Payment Method** button to add a new payment method to your online giving account.
- 3 Select the **Manage Recurring Gifts** link to edit or deactivate your current giving schedules.



13) To review your giving history, select **My Giving History** under the **Giving** tab at the top of the ACS homepage.



14) Your year-to-date (YTD) giving history will be displayed, as well as the amount of your total YTD giving. You have the option of viewing your giving history for the current year or for the previous year by way of a drop-down menu. You may print a giving history report, by selecting the **Print** button in the upper right-hand corner of the page.

My Profile My Connections My Giving History My Pledge History Print

View Photo Family Members + key

For Year: 2013

Total YTD Giving: \$

Your Giving History

Give Online

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 |
|------------|--------|--------|---------------------------|------------------|
| 03/24/2013 | | | General Tithes & Offering | |
| 03/17/2013 | | | General Tithes & Offering | |

15) To review your pledge history, select the **My Pledge History** tab from the tab menu. Your pledge summary will be displayed, as well as the remaining balance of your pledges and a progress report. You have the option of viewing your pledge summary for the current year or for the previous year by way of a drop-down menu. You may print a pledge summary report, by selecting the **Print** button in the upper right-hand corner of the page.

Home Directories Groups Events Giving Serving

My Profile My Connections My Giving History My Pledge History Print

View Photo Family Members + key

Total Given to Pledges in 2013 : \$
Remaining Balance: \$

Your Pledge Summary **Your Progress Report**

Give Online

Pledge Summary for 2013 This is NOT your official tax statement.

| My Pledges | YTD Given | Total Pledged | Previous Years' Payments | Balance | Progress |
|---------------------------|-----------|---------------|--------------------------|---------|----------|
| General Tithes & Offering | | | | | 23% |
| Totals | | | | | |

If you require additional help in setting up your ACS online giving account, please send an e-mail to onlinegiving@resurrectionmcc.org.

Now that you have set up your online account, you can update your profile, access your calendar, text your committees, and view your connections!

To download the ACS Smart Phone App:

- Go to your Smartphone app store and search for **ACS Church Life** and install the app.
- This app will allow you immediate access to the church calendar. You will have all of our excellent programming at your fingertips!!
- This app will allow you to search anyone in the database that has set their profile as "Include in Directory," as well as see the church calendar.