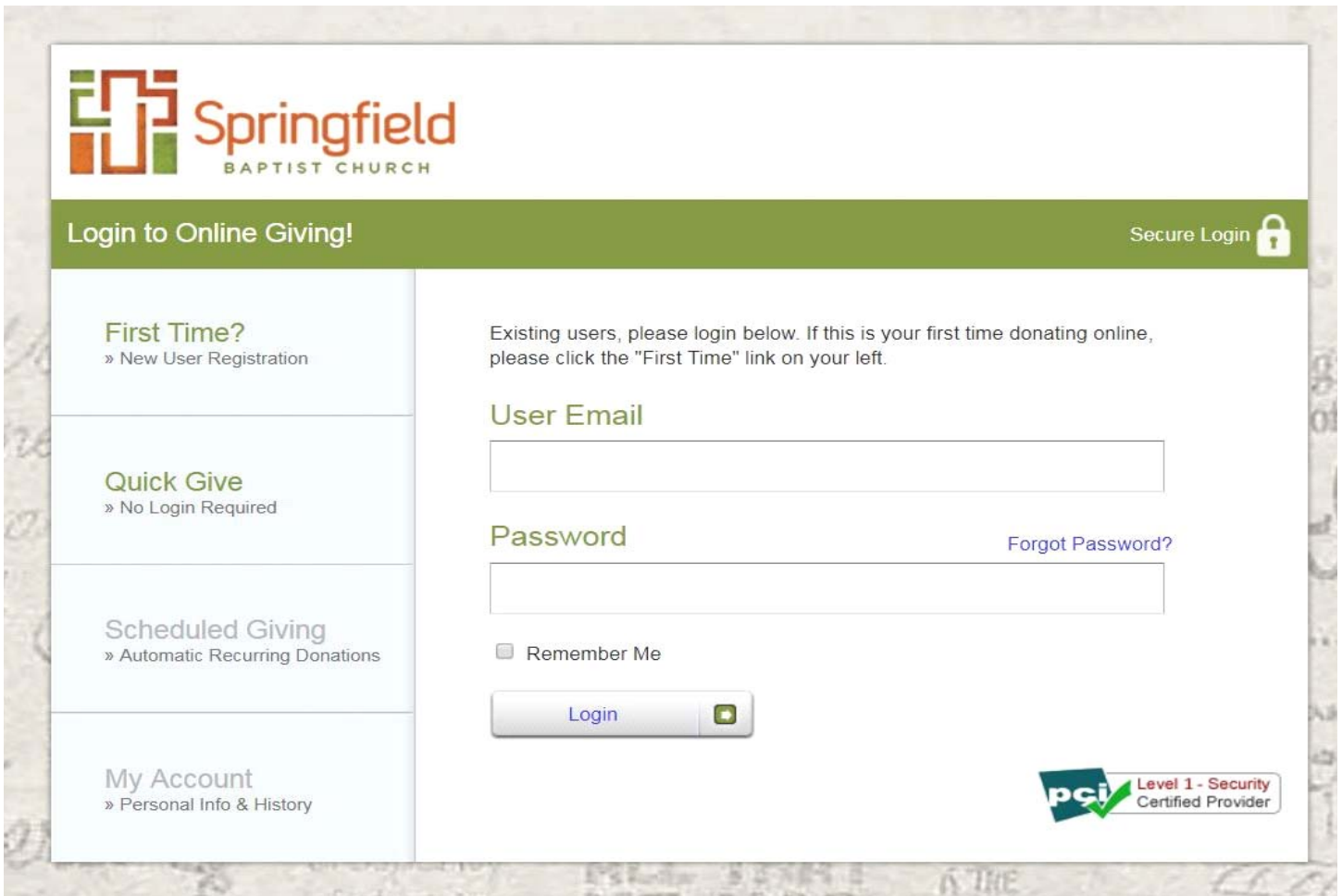




**sbctn.org – Click Online Giving on menu, then click picture or link**

## BASICS

- 1) Access by going to sbctn.org and clicking Online Giving on menu at the top, then click on the Online Giving picture or link.
- 2) You may give one time or on a schedule automatically.
- 3) You may use a credit/debit card or electronic check.
- 4) You may save your information for future use.
- 5) To make a one time gift, click “Quick Give”
- 6) For other gifts log in with email and password.
- 7) Each gift is assigned to a fund (category) such as “Budget”
- 8) There are no fees to you for using this service.
- 9) To see your online giving history and make address or password changes, click “My Account”



The screenshot shows the Springfield Baptist Church Online Giving login page. At the top left is the church logo. Below it is a green bar with the text "Login to Online Giving!" and a "Secure Login" link with a lock icon. The main content area is divided into two columns. The left column contains four menu items: "First Time?" (with a sub-link "» New User Registration"), "Quick Give" (with a sub-link "» No Login Required"), "Scheduled Giving" (with a sub-link "» Automatic Recurring Donations"), and "My Account" (with a sub-link "» Personal Info & History"). The right column contains a message for existing users: "Existing users, please login below. If this is your first time donating online, please click the 'First Time' link on your left." Below this message are two input fields: "User Email" and "Password". To the right of the password field is a "Forgot Password?" link. Below the input fields is a "Remember Me" checkbox. At the bottom of the right column is a "Login" button with a green plus icon. In the bottom right corner of the page is a PCI Level 1 - Security Certified Provider logo.




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## FIRST TIME

Saves account information for easier future gifts

- 1) Click “First Time”
- 2) Enter your name and address.
- 3) Enter your phone number.
- 4) Enter your email address.
- 5) Enter a secure password for your giving account.
- 6) Enter the password again for verification.
- 7) Please make a note of your email & password for future use.
- 8) Click “Submit” to save.

First Time? Secure Login 

**First Time?**  
» New User Registration

**Quick Give**  
» No Login Required

**Scheduled Giving**  
» Automatic Recurring Donations

**My Account**  
» Personal Info & History

### Welcome to Online Giving

If this is your first time giving online, simply fill in your basic information below. Next time, you'll get to skip this step!

---

First Name:

Last Name:

Address Line 1:

Address Line 2:

City, State / Zip:  , TN ▼ /

Phone Number:


Email Address:

Password:

Confirm Password:

---

Your email address will become your user name when you sign in.  
This email address will also receive confirmations.





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**After entering FIRST TIME information, each log in will go straight to the donation page.**

**Give Now**  
» One Time Donations

**Scheduled Giving**  
» Automatic Recurring Donations

**My Account**  
» Personal Info & History

### My Donation



Amount: \$  To:

**Card Information**

Card Type:

Card Number:

Card Expiration:

Card Code:

**Card Holder Information**

Name on Card:

Billing Address:  (street address)

Zip Code:




sbctn.org – Click Online Giving on menu, then click picture or link

## USE CHECK

Electronic check entry requires your bank routing and account numbers

- 1) Enter your gift amount on the check picture.
- 2) Select the fund to give to on the check memo area.
- 3) Enter bank routing number from your check (left number at bottom)
- 4) Enter account number from your check (right number at bottom)



The screenshot shows a virtual check form with the following fields and labels:

- Top left: A white box with a red arrow pointing to it, labeled "(Change)".
- Top right: "Virtual" and "DATE" with a white box.
- Middle: "PAY TO THE ORDER OF" followed by "Springfield Baptist Church" and a dollar sign (\$) with a white box.
- Below the dollar sign: "DOLLARS" and a lock icon with the text "Security features are enabled. Double-click here."
- Bottom left: "FOR" followed by a dropdown menu showing "Budget".
- Bottom center: Two white boxes for routing and account numbers, each with a red arrow pointing to it. The first is labeled "Routing Number" and the second is labeled "Account Number".
- Bottom right: A white box and the text "Virtual".




**sbctn.org – Click Online Giving on menu, then click picture or link**

## QUICK GIVE

No account is necessary and no information is saved for future gifts

- 1) Click “Quick Give”
- 2) Enter the gift amount and choose the fund you want to apply it to.
- 3) Click “+Add Another Fund” to give to additional funds.
- 4) Click the “Use Check” icon for an electronic check or select your credit/debit card type and enter the card information.
- 5) Click “Submit”

Login to Online Giving! Secure Login 

**First Time?**  
» New User Registration

---

**Quick Give**  
» No Login Required

---

**Scheduled Giving**  
» Automatic Recurring Donations

---


**My Account**  
» Personal Info & History


Existing users, please login below. If this is your first time donating online, please click the "First Time" link on your left.

User Email

Password [Forgot Password?](#)

Remember Me



Welcome Guest Secure Login 

**First Time?**  
» New User Registration

---


**Quick Give**  
» No Login Required

---

**Scheduled Giving**  
» Automatic Recurring Donations

---

**My Account**  
» Personal Info & History

**My Donation** 

Amount: \$  To: **Budget** ▼

[+ Add Another Fund](#)

**Card Information**

Card Type:  ▼

Card Number:

Card Expiration:  /  (month / year)

Card Code:  « [Help?](#)


**Card Holder Information**


Email Address:

Name on Card:

Billing Address:  (street address)

Zip Code:







**sbctn.org – Click Online Giving on menu, then click picture or link**

## **SCHEDULED GIVING**

### **Electronic Check**

Set a schedule for gifts to be automatically sent

- 1) Click “Scheduled Giving”
- 2) Click the “Use Check” icon for electronic check.
- 3) Enter the gift amount.
- 4) Select the fund you are giving to in the check memo area.
- 5) Enter the bank routing number and your account number from a blank check.
- 6) Select the frequency of the gift.
- 7) Enter the starting date.
- 8) Enter your bank account information including the type of account (Checking or Savings)
- 9) Click “Authorize”

### My Scheduled Giving



Virtual

(Change) DATE

PAY TO THE ORDER OF **Springfield Baptist Church** DOLLARS

FOR Budget

Routing Number Account Number

### Recurring Donation Schedule

Frequency:

Start Date:

### Checking Account Information

Bank Name & State:  /

Account Type:

By clicking on the Authorize button below, I authorize Springfield Baptist Church to initiate recurring electronic debits to my bank account in the amount of \$0.00 for the schedule determined above.

### Recurring Donation Schedule

Frequency:

Start Date:

Weekly  
Bi-Weekly  
Monthly  
Twice a Month  
Quarterly  
Annually

Checking Acco



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## SCHEDULED GIVING Credit/Debit Card

Set a schedule for gifts  
to be automatically sent

- 1) Click “Scheduled Giving”
- 2) Select the fund you are giving to.
- 3) Select the frequency of the gift.
- 4) Enter the gift amount.
- 5) Enter the starting date.
- 6) Enter your credit/debit card account information
- 7) Click “Activate Schedule”

### My Scheduled Giving



Choose a Fund: Budget  
Frequency: Weekly  
Amount:   
Start Date: 10/18/2017

### Card Information

Card Type: Visa  
Card Number:   
Card Expiration: 1 / 2017 (month / year)

### Card Holder Information

Name on Card:   
Street Address:   
Zip Code: 37172

Activate Schedule

### Recurring Donation Schedule

Frequency: Weekly  
Start Date:

Weekly  
Bi-Weekly  
Monthly  
Twice a Month  
Quarterly  
Annually

Checking Account