

Faith Bible Seminary Online Giving Tutorial

The screenshot shows the Faith Bible Seminary website's online giving interface. A red circle highlights the URL <https://www.faithlafayette.org/seminary/donate> in the browser's address bar. A red arrow points from this URL to the 'Existing User' login section. A yellow box contains the text 'Step 1: Go to – [faithlafayette.org/seminary/donate](https://www.faithlafayette.org/seminary/donate)'. A blue text box says 'The page should look like this' with a large grey arrow pointing to the right. The page content includes a 'Welcome to Online Giving!' message, instructions on how to make a contribution, and a 'Welcome to the Faith Ministries Online Giving & Donation Site' message. Below this are the 'Existing User' login fields (Number or E-Mail Address, Password, Login button, and a 'Forgot your password?' link) and the 'New User' registration form (which includes a dropdown menu set to 'Person', fields for First Name, Last Name, Address, City, State/Province, Postal Code, Country, E-mail Address, Password, and Confirm Password, and a 'Register' button).

Step 2a: If you already have an online giving account, simply enter your Number/Email Address and password and login

Welcome to Online Giving!

This wizard gives you the ability to make a secure online contribution to your organization via a direct debit from your bank account or via credit card. To make a contribution, simply click on the "Start" button below, then follow the easy step-by-step instructions. During each step of this process, you will be given the opportunity to cancel.

Welcome to the Faith Ministries Online Giving & Donation Site

Existing User

Number or E-Mail Address:
Password:

[Forgot your password?](#)

New User

First Name:
Last Name:
Address:
City:
State/Province:
Postal Code:
Country:
E-mail Address:
Password: (between 6 and 20 chars including at least 1 digit.)
Confirm Password:

Step 2b: For new users, fill out the information below the Existing User login and select “Register”

New User

Person ▼

First Name: John

Last Name: Smith

Address: 123 Fake Street

City: Lafayette

State/Province: IN

Postal Code: 47905

Country: United States

E-mail Address: jsmith@gmail.com

Password: (between 6 and 20 chars including at least 1 digit.)

Confirm Password:

Register

(You will need to verify your email
and select a preferred payment
method after this step is complete)

Choose Payment Type

Please select payment type:

☒ Checking / Savings Account

☐ Credit Card Account

Current recurring payments
No recurring payments to process.

To proceed to the next step of this process, click the "Next" button.
To cancel the process of making a contribution, click the "Cancel" button.
To change or stop the existing payment, click on the "Edit" button next to the payment.

 [click to view an additional message on security](#)

[< Back](#) [Next >](#) [Cancel](#)


Welcome to Online Giving!

This wizard gives you the ability to make a secure online contribution to your organization via a direct debit from your bank account or via credit card. To make a contribution, simply click on the "Start" button below, then follow the easy step-by-step instructions. During each step of this process, you will be given the opportunity to cancel.

Welcome to the Faith Ministries Online Giving & Donation Site

Please verify your e-mail address before continuing.

jsmith@gmail.com

 [click to view an additional message on security](#)

[< Back](#) [Start >](#) [Cancel](#)

Step 3: Select the amount, purpose, and frequency of your giving

A – select the frequency of giving

B – choose what you would like your donation to go towards


C – type in the amount you wish to give in the appropriate box

*optional – you may further specify what you would like your gift to go towards in the “Memo” box

Provide Amount, Purpose, and Frequency

Next, choose the frequency of this gift and, next to the purpose, the amount you want to give to that purpose.

A Frequency: ▼

Begin Date: 8/13/2016 

Number of Payments: ☐ ☒ Pay Until Further Notice

B Purposes **C**

Expanded Fundraising Initiative:	<input type="text" value="\$25.00"/>	FBS Donation: \$	<input type="text"/>
Fundraising Banquet Donation:	<input type="text"/>	MABC Scholarship Donations: \$	<input type="text"/>
TOTAL: \$			<input type="text" value="25.00"/>

***** Memo:

 [click to view an additional message on security](#)

Explanation of Giving Options –

*Note – if you select a recurring payment, you will be asked to select the begin date and number of payments (if applicable), as seen below

Frequency:

Begin Date: 

Number of Payments: ☐
☒ Pay Until Further Notice

Expanded Fundraising Initiative:

Under “Purposes” within Step 3, there is an option to give to the “Expanded Fundraising Initiative” – this is the initiative that FBS is using to expand its new donor base. In order to better track the giving pool and serve the donors more effectively, FBS is asking that those who would choose to select a new recurring donation would give under this initiative.

Purposes

<u>Expanded Fundraising Initiative:</u>	\$ <input type="text"/>	FBS Donation:	\$ <input type="text"/>
Fundraising Banquet Donation:	\$ <input type="text"/>	MABC Scholarship Donations:	\$ <input type="text"/>
		TOTAL:	\$ <input type="text"/>

Explanation of the various giving options:

EFI— New regular monthly giving

FBS Donation—General one time or occasional giving

Banquet—December banquet

MABC Scholarships—Scholarship fund for our biblical counseling students.

You will then be directed to a giving overview page. Ensure that your payment amount and frequency is correct before you move on. If it is all correct, you may select "Next" to go to the processing page.

Review and Confirm Contribution Information

Finally, review the summary below to make sure all the information you have entered is correct.

Contribution Summary
One-Time Gift

Purpose(s):	FBS Donation: \$25.00
Total Amount:	\$25.00

To review or change the information you entered in a previous step, click the "Back" button.
To cancel the process of making a contribution, click the "Cancel" button.

To continue processing this contribution, click the next button.

You will then be redirected to a secure payment processing site.

For more information about the redirect, click [here](#).



click to view an additional message on security

< Back

Next >

Cancel

Step 4: Type out your credit / debit / or checking account information into the cells provided

Faith Ministries

For security reasons, please re-enter your billing address for credit card transactions.

Amount: \$25.00

First Name:

Last Name:

Payment Method:

Routing Number: * ?

Account Number:

Next >>

Cancel

Please wait for confirmation number before exiting page. Do not hit the "back" button.



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[Opt Out Policy](#)



Once you have clicked "Next", your order will be processed and an electronic receipt will be sent to you via email. For further questions that were not addressed in this tutorial, feel free to email your questions to seminary@faithlafayette.org