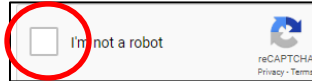


## Online Giving

### CREATE AN ACCOUNT

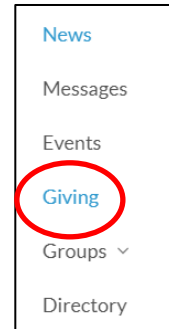
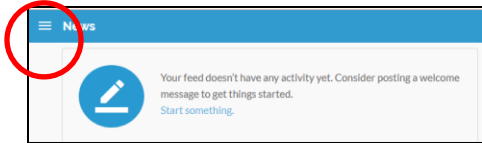
Clicking the link provided, choose to **Register Now**. Provide your email address and create a password. Click the small box to continue



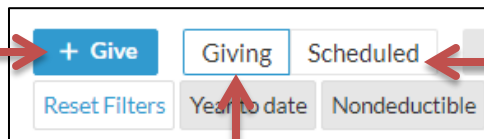
Click the link in the email you receive to verify your email address and open the sign in screen  
As another layer of security, you will be asked to enter your birthday

### SIGN IN TO REALM

Realm opens to a News page  
Click the small group of lines to display a list of additional pages  
Choose **Giving**



Click this button to add **new giving**



Click this button to view your **scheduled giving**

Click this button to view your **current contributions**

### ADD NEW GIVING

#### GIVING DETAILS:

Enter the **amount** and **frequency** of giving  
General Offering is the default  
Choose the **date** the contribution will be made  
Select Start / Stop dates

A form titled "GIVING DETAILS" with the following fields: "Give \*" with a text input containing "0.00" and a dropdown menu set to "Offerings"; "+ Give to an additional fund" (blue link); "Frequency \*" with a dropdown menu set to "One time"; and "On \*" with a date input containing "05/22/2018" and a calendar icon.

#### PAYMENT INFORMATION:

Contributions may be made with a credit card or debited directly from a bank account

Required information will be slightly different depending on the type of account you choose. Required information will have a \* red asterisk.

Choose **Give** to complete the process and view a confirmation screen

A form titled "PAYMENT INFORMATION" with a "Save for future use" checkbox checked. Fields include: "Account Nickname" (text input), "Account Type" (dropdown menu set to "Credit/Debit Card"), "Account Number \*" (text input), "Expiration Date \*" (dropdown menus), "Name on card \*" (text input containing "Julie Rick"), "Billing Address Line 1 \*" (text input), "Billing Address Line 2" (text input), "Billing City \*" (text input), "Billing State \*" (dropdown menu), "Billing Postal Code \*" (text input), and "Email Address \*" (text input containing "julierick1204@gmail.com"). At the bottom right, there are "Give" and "Cancel" buttons, with "Give" circled in red. Logos for VISA, MasterCard, Discover, and American Express are visible on the right side.