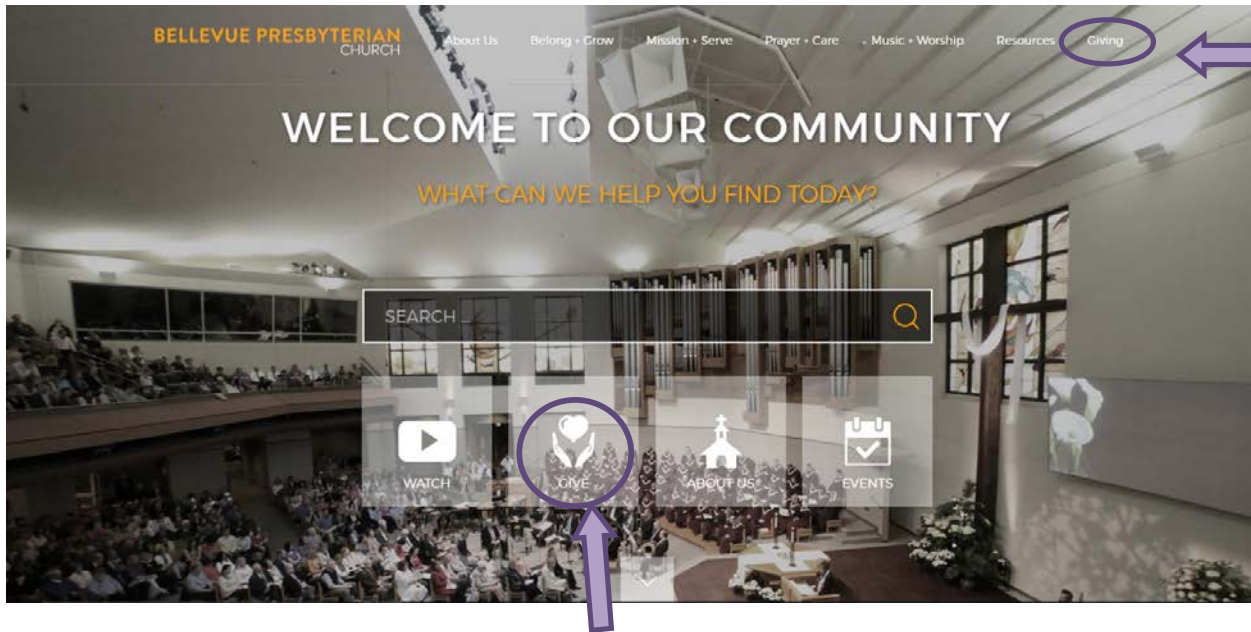


Making a One-Time Online Donation

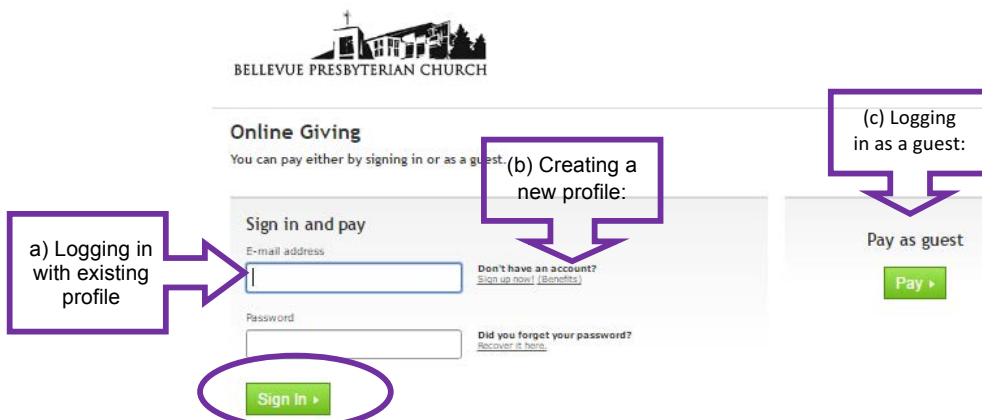
Scope: BelPres uses a secure online payment service called ServiceU to process electronic donation payments via credit card or checking account. The following procedures will cover setting up one-time donation payment (not including event registrations).

Procedures:

- 1) Go to the BelPres website.
 - a. On the BelPres home page (www.belpres.org) select “Giving” from the top menu, or click the “Give” box in the center of the screen.
 - b. Click the green box “Donate Online”. (which will re-direct to a secure public.serviceu.com website).



- 2) Login to the resulting website using one of the following 3 methods:
 - a. Using existing profile login (existing users)
 - b. Creating a profile
 - i. Will allow you to log in to make a payment later without having to re-enter all of your base information
 - c. Logging in to pay as a guest



- 3) Complete the personal information, donation amount & purpose designation fields. All fields marked with a red bullet point are required.



Welcome |

Online Giving

1 Payment Form

2 Payment Details

First Name	<input type="text" value="John"/>	•	• = Required
Last Name	<input type="text" value="Smith"/>	•	
Address	<input type="text" value="1717 Bellevue Way NE"/>	•	
Address (cont.)	<input type="text"/>		
City	<input type="text" value="Bellevue"/>	•	
State	<input type="text" value="WA"/>		
Zip	<input type="text" value="98004"/>		
Phone Number	<input type="text" value="(425) 454-3082"/>	•	
Email Address	<input type="text" value="j.smith@bpc.org"/>	•	
Gift to General Tithe / Offering	<input type="text" value="150.00"/>	•	(USD)
Gift to Ripple Effect	<input type="text"/>		(USD)
Gift to Let the Ripples Continue	<input type="text"/>		(USD)
Other Gift	<input type="text"/>		(USD)
If other gift, please specify	<input type="text"/>		

Please enter gift in dollar/cent format with no dollar sign symbol (0.00)

Please note by setting up a profile during online giving, you help the church process your payment in a more timely manner.

Pay Now ▶

Make a one-time payment.

OR

Schedule Payment ▶

Pay now and schedule future payments.

- 4) Once you have verified the completed information, select "Pay Now"
- 5) Complete the "Payment Details Screen" – selecting either credit card or banking account information as your payment method

Online Giving

1 Payment Form 2 Payment Details 3 Receipt

Choose a Payment Method

Card Account

Pay with a New Credit Card

Card Information

Name on Card
John Smith

Account Number CCV [What is this?](#)

VISA MasterCard

Payment Summary

Items	\$150.00
Total	\$150.00

Form Summary

John Smith

Gift to General Tithe / Offering	\$150.00
----------------------------------	----------

[Edit](#)

Select your desired method of payment & complete details

Summary of Donation

Online Giving

1 Payment Form 2 Payment Details

Choose a Payment Method

Card Account

Pay with a New Credit Card

Card Information

Name on Card
John Smith

Account Number CCV [What is this?](#)

Expiration
Month Year

Billing Address

Street Address
1717 Bellevue Way NE

City State Postal Code
Bellevue Washington 98004

Country
UNITED STATES

Email Address
jsmith@example@gmail.com

Phone Number
4254543082

Complete Credit Card Payment Information

Online Giving

1 Payment Form 2 Payment Details

Choose a Payment Method

Card Account

Pay with a New Checking Account

Account Information

Name on Account
John Smith

Routing Number (9 digits) Account Number (3-16 digits)

Billing Information

Email Address
jsmith@example@gmail.com

Phone Number
4254543082

Complete Checking Account Payment Information

6) Verify your information & donation total. If satisfied, select "Submit Payment".

[Submit Payment ▶](#)

7) You will receive verification that the transaction has been completed. You may print a copy of this confirmation for your records.