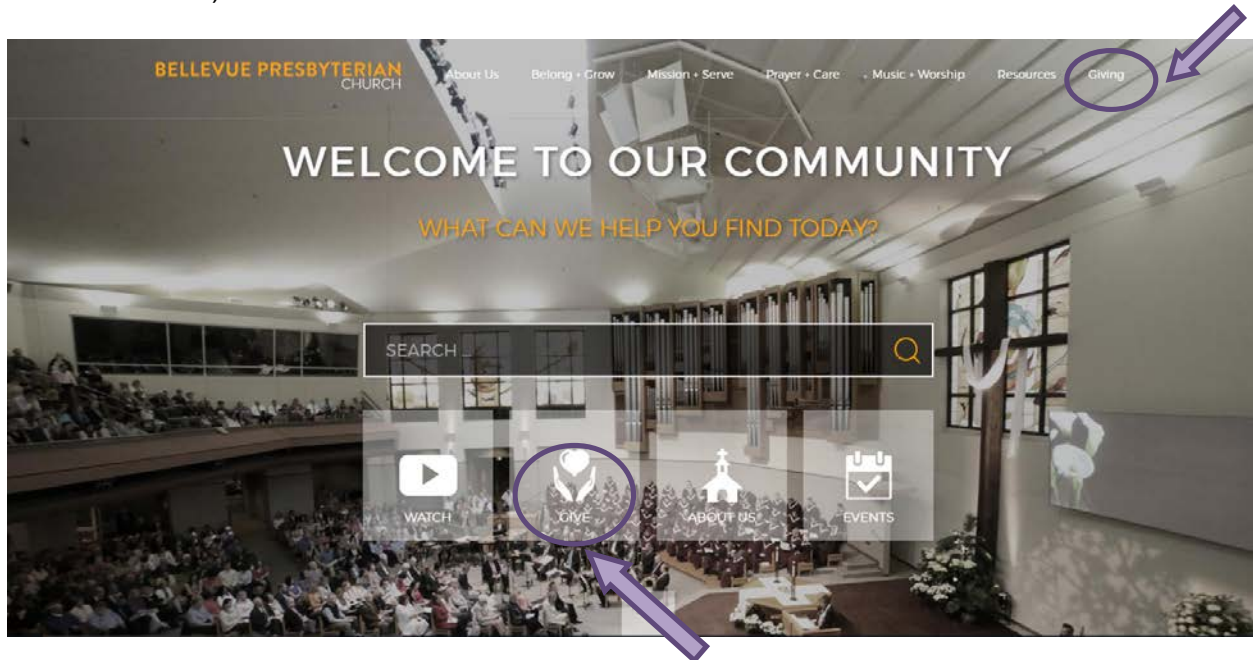


Setting Up A Recurring Online Donation

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 recurring donation payments (monthly, weekly, quarterly, etc).

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) In order to set up a recurring payment you will need to log in to ServiceU with an existing profile logon or create a profile account. Only one recurring payment schedule can be active for each profile account.
 - a. To create a new profile, click on “Sign up now!” and enter your information. After saving you will have to logout and then re-enter the system through the BelPres website (going completely out). Keep a record of your login information as you will need that to login to your account at any time (now and future).



Online Giving

You can pay either by signing in or as a guest.

Sign in and pay

E-mail address

Password

[Don't have an account? Sign up now! \(Benefits\)](#)

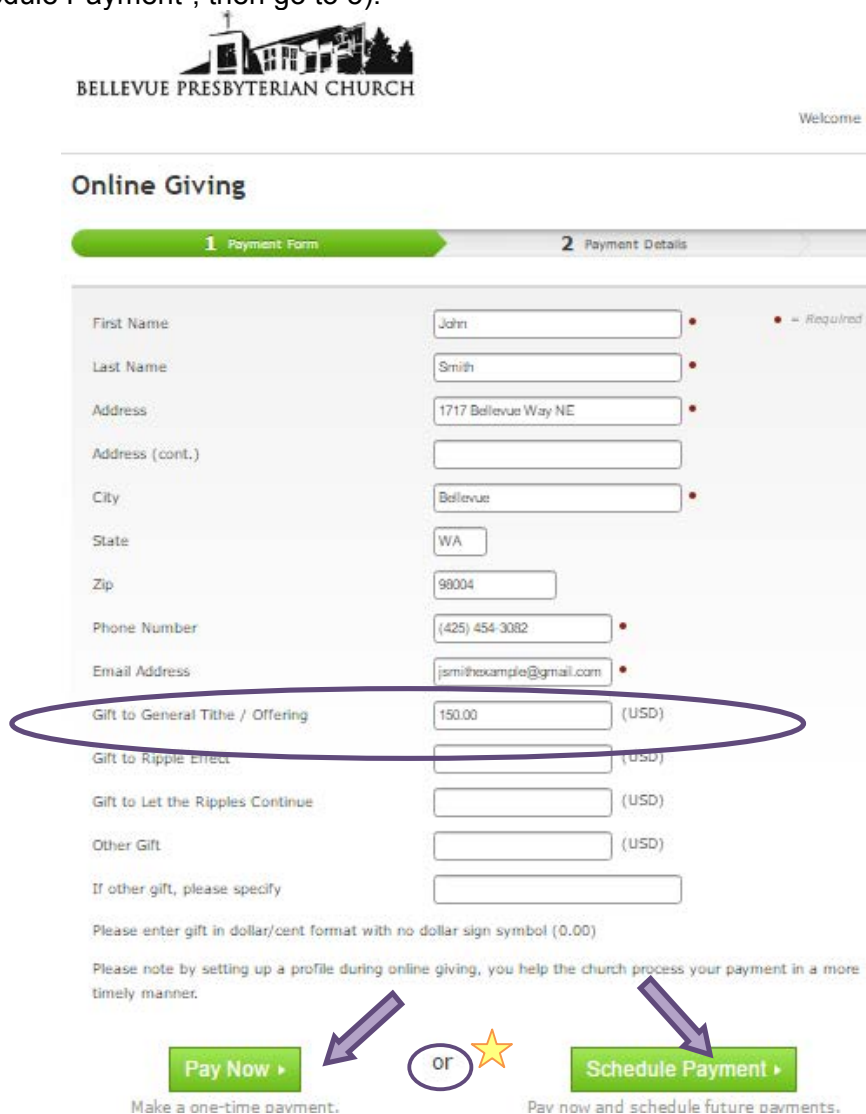
[Did you forget your password? Recover it here.](#)

[Sign In ▶](#)

Pay as guest

[Pay ▶](#)

- 3) Upon logging in to ServiceU with your profile, verify that the information shown is correct. Enter in the dollar amount (using dollars & cents) of your gift for the ongoing donation.
- 4) Then click the “Pay Now” button, or “Schedule Payment”. If you click “Pay Now”, then go to 6). If you select “Schedule Payment”, then go to 5).



BELLEVUE PRESBYTERIAN CHURCH

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@example@gmail.com"/> | • | |
| 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.

- 5) Enter in the details of the recurring payment on the Schedule screen and then select “Continue”.
 - a. Payment Frequency
 - i. This sets how often the amount noted earlier will be withdrawn from your account or charged to your credit card.
 - b. “Also make a one-time payment today”
 - i. If this is selected, the amount will be charged immediately and then follow the schedule you indicated.
 - ii. If this is not selected, the first payment will be charged according to the schedule you indicated.
 - c. “Make First Payment On”
 - i. This allows you to set the date of your first donation.
 - d. “Make Last Payment”
 - i. This option allows you to set how many total donations you make on the recurring schedule or at what date your recurring payments will cease.

- ii. **Please note**, if the credit card associated with the recurring payment expires prior to the end date selected here and is not updated with a new expiration date prior to the scheduled payment date . . . the recurring payments will stop upon the first unsuccessful attempt. The donor may not receive notification about this.



Welcome |

Online Giving

Schedule

- 1 Payment Form
- 2 Schedule
- 3 Payment Details

How often payments are to be made

Payment Frequency

Once a month on the day of the month.
 Every Month(s)
 Also make a one-time payment today. [What is this?](#)

Make First Payment On
 Make Last Payment On
 or after total payments.
[Why can't I set the date past 12/31/2100?](#)

Starting & Ending Dates for Recurring Payments

Continue or [Go Back](#)

Online Giving

- 1 Payment Form
- 2 Schedule
- 3 Payment Details
- 4 Receipt

Select your payment method

Enter your payment information below to save your schedule.

Choose a Payment Method

Pay with a New Credit Card

Card Information

Name on Card

Account Number

VISA MasterCard

Expiration Month Year

Billing Address

Street Address

City State Postal Code

Country

Email Address

Phone Number

Save this card to my profile

Payment Summary

| | |
|--------------|-----------------|
| Items | \$150.00 |
| Total | \$150.00 |

Schedule Summary

| | |
|-------------|-----------|
| Payment # 1 | 12/5/2016 |
| Payment # 2 | 1/5/2017 |
| Payment # 3 | 2/5/2017 |

Form Summary

John Smith

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

Contact Information

Susan Calabrese
425-454-3082
scalabrese@belpres.org

Summary of recurring donation being made

Save Payment Schedule

6) Complete the “Payment Details Screen” – selecting either credit card or banking account information as your payment method

Choose a Payment Method

Card Account

Pay with a New Credit Card

Card Information

Name on Card
John Smith

Account Number

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
425-454-3082

Save this card to my profile

Complete Credit Card Payment Information

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)

Billing Information

Email Address
jsmith@example@gmail.com

Phone Number
425-454-3082

Save this account to my profile

Complete Checking Account Payment Information

7) Verify your information & donation total. Check the box “**Save this card to my profile**” .If satisfied, select “Save Payment Schedule”.

Save Payment Schedule >

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