

FBC Online Giving ON A COMPUTER

Revised 3.27.2019

You ALWAYS have the option to make changes to the fund, the frequency, amount and/or the method of giving,
You can ALWAYS see your transactions and update your profile.

Thank you for trying this new approach. Hopefully it will make it easier for you and improve FBC giving in general!
If you need help, contact Jeanne Petrosky 610-405-8574

3 easy STEPS!

STEP 1 - Get to On Line Giving

- Open FBC Website: www.FBCPottstown.org
- Click on **DONATE** page.
- Click on **ONLINE GIVING**

STEP 2- Set up Online Profile



View Mobile Site Return to our Home Page

Log In [help](#)

Email Address:

Password:

Log In

[Forgot your Email Address or Password?](#)

Create Your Online Profile

Create Profile

- CREATE YOUR ONLINE PROFILE.**
Click "Create Profile"

Online Donation

Create Profile

Enter a valid email address below.
This will be used as your User ID.

Email Address:

Confirm Email Address:

Continue

Privacy Notice

You are on a secure leader that processes transactions as chosen by First Baptist transactions.

The information from your transactions as required by law, compliance with federal Privacy and Security

The password you set keep it secure and follow Privacy and Security

- ADD EMAIL** Click "Continue"

Online Donation

Return to our Home Page

Profile

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required)

Confirm Email Address: (required)

Enter Password: (required)

Re-Enter Password: (required)

Password requirements:

- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than " " or >

Create Profile

- ADD PROFILE INFORMATION** Click "Create Profile"

STEP 3 - MAKE DONATION / ADD TRANSACTION

The screenshot shows the 'Online Donation' page for user 'Joe Smith'. At the top right are links for 'Summary', 'Profile', and 'Log Off'. Below the header, there are two buttons: 'Add Transaction' (circled in red) and 'Edit Account'. A link 'Return to our Home Page' is also visible. The page is divided into two main sections: 'My Scheduled Transactions' and 'My Transaction History'. The 'My Scheduled Transactions' section states 'You do not have any transactions scheduled.' The 'My Transaction History' section has a date range filter set to '02/22/19' to '03/26/19' and a dropdown menu for 'Fund' set to 'Church Budget'. A 'Search' button is present, and the message below reads 'No donations were found for this Date Range and Fund selection.'

a. Click **Add Transaction**

This screenshot shows the 'Donations' form. It has several sections for different types of donations: Church Budget, Communion/Fellowship, Missions, Missions - Lowrey, and Easter. Each section includes fields for 'Amounts', 'Frequency', 'Start Date', and 'End Date'. A 'Total' field at the bottom shows '\$0.00'. A red circle highlights the 'Continue' button at the bottom left. A note in a red circle says 'optional FBC is charged 1% of donation'. On the right side, there are 'Log In' and 'Create' buttons.

b. Choose Fund, Amount, Frequency and Start Date
Click "Continue"

This screenshot shows the 'Donation Information' form. It has a dropdown menu for 'Accounts' with options: 'Choose One', 'Credit/Debit Card', 'New Account - Credit/Debit Card', 'Checking', 'New Account - Checking', 'Savings', and 'New Account - Savings'. A 'Note' states: 'Please review the information you entered carefully. Once you click the Process button your donation will be submitted.' There are 'Cancel' and 'Process' buttons. On the right, a 'Donation Summary' table shows: 'Church Budget' \$100.00, '04-22-2019 Monthly Ending On 12-23-2019', and 'Total Monthly Donation: \$100.00'. An 'Edit' button is below the summary. At the top right are links for 'Summary', 'Profile', and 'Log Off', and the user name 'Joe Smith'.

c. Choose Method of Payment - Credit/Debit, Checking or Savings.

Optional but greatly appreciated! Thank you in advance!

Credit Card & Debit Card - There's an "Offset Key" in the process to click. It will add an additional 2.75% to help FBC defer the cost.

Checking or Savings Account - FBC incurs 1% fee. "Help offset ACH Fee" is on the first page. Please consider adding 1% to your giving.

You have an option to Click "Cancel" or "**Process**"

Yeah...DONE! Receive a receipt. You will also receive a receipt by email. **Log Off**

NEXT TIME YOU WANT TO ADD A DONATION on the computer:

Log in and it will take you to a screen where you can follow Step 3.

FBC Online Giving ON A MOBILE DEVICE

Once at **Online Giving** (step 1), click **View Full Site**. This will give you the same layout as above. Follow steps 2 & 3.