

# Using the New RMC Online Giving Website

The new online giving website allows users to give a one-time gift, set up a recurring gift, pay by credit card, debit card or withdraw directly from your bank account. You may also choose to cover any fees passed on to Rocky Mountain Calvary when giving online. If you have no preference in how to give, bank withdrawals are preferred as bank accounts do not change as often as credit cards and have lower fees.

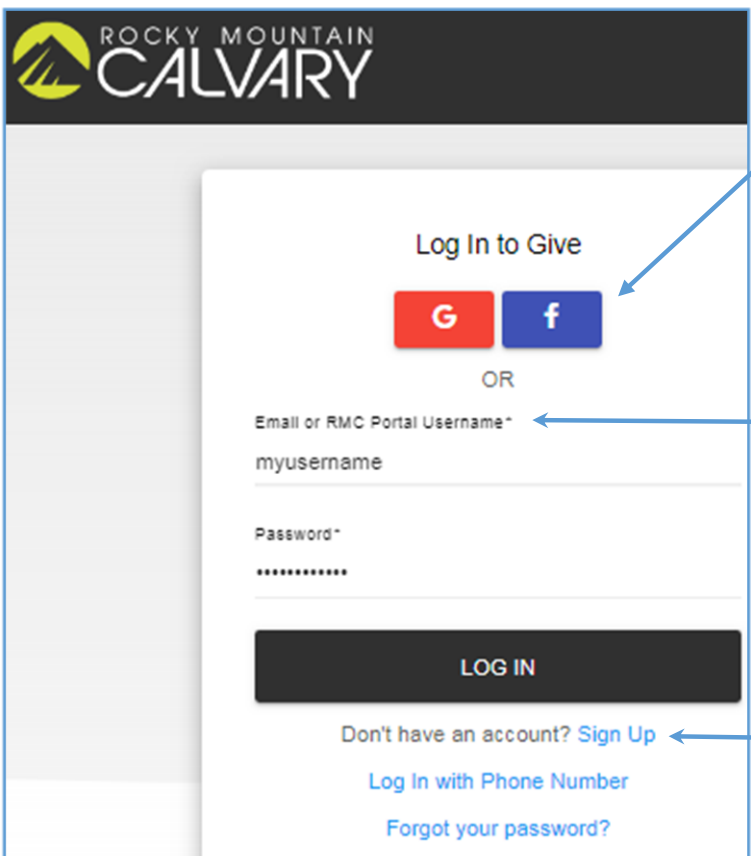
The purpose of this document is to show you how to:

- Log in to the new website
- Use the different gift options (one-time and recurring)
- Use different payment options (credit, debit or bank withdrawal)
- Manage and cancel recurring gifts.

If you need additional assistance, please contact the church Accounting Department at [accounting@rmcalvary.org](mailto:accounting@rmcalvary.org) or (719) 597-1133.

## Logging In

You may use any mobile device or computer by going to the new Online Giving website <https://rmcalvary.onlinegiving.org>. For your security, you will now have to log in to give. There are several ways to do so:



**Google or Facebook** - Use your existing Google or Facebook accounts when first using the new Online Giving website

**Existing RMC Portal Users** - If you've ever logged in to the [RMC Portal](#), you may use your existing account information. For recurring givers this is the same username and password you've used in the past to manage your recurring donations.

**Create a New Account** - Sign up for a new account at the Online Giving and click the "Sign Up" button.

Figure 1



# One-Time Gift

After logging in you are presented with options to make a gift. By default, the **Give One Time** option is selected.

The screenshot shows a 'Give' form with the following elements and annotations:

- Amount:** A large text field displays '\$200.00'. An annotation points to it: "Enter an Amount for your one-time gift."
- Gift Type:** Two buttons are visible: 'Give One Time' (highlighted in orange) and 'Give Recurring'. An annotation points to the orange button: "Give One Time is highlighted."
- Gift Fund:** A dropdown menu labeled 'Select Gift Fund'. An annotation points to it: "Select the fund for your gift (congregation or missionary)."
- Payment Method:** Two options are shown: 'CREDIT/DEBIT' and 'BANK ACCOUNT'. An annotation points to the 'BANK ACCOUNT' option: "Payment Method for your gift (Bank Account or Credit/Debit card)."
- Bank Account Form:** A form with fields for 'Bank Name \*', 'Routing \*', and 'Account \*'. A summary box shows '\$200.00' and a 'CANCEL' button. An annotation points to the summary box: "Processing Fees - All online giving includes a merchant processing fee based on the gift amount. If you would like to cover this fee as a part of your gift, click this box."
- Processing Fee:** A checkbox labeled 'I'd like to cover the \$1.30 processing fees.' An annotation points to it: "Payment Date for your gift will be processed on the day you select."
- Payment Date:** A dropdown menu showing 'Your One Time payment will be processed on 10/19/2019 (today)'. An annotation points to it: "Payment Date for your gift will be processed on the day you select."
- Submit Button:** A large black button labeled 'MAKE \$200.00 DONATION'. An annotation points to it: "Click here to submit your gift payment."

Figure 2

## Creating a Recurring Gift

Refer to the **Figure 2** above for payment options for a recurring gift. Clicking the **Give Recurring** tab will present the screen below to select a frequency for your gift.



How often would you like to repeat?

WEEKLY

EVERY 2 WEEKS

TWICE MONTHLY (1ST & 15TH)

MONTHLY

QUARTERLY

YEARLY

**Figure 3**

Once you select the giving frequency, you refer back to **Figure 2** for instructions on how to complete the giving process.

## Editing/Canceling a Recurring Gift

You can manage or cancel your recurring gifts by going to the **My Account** menu and selecting **Recurring Donations**.

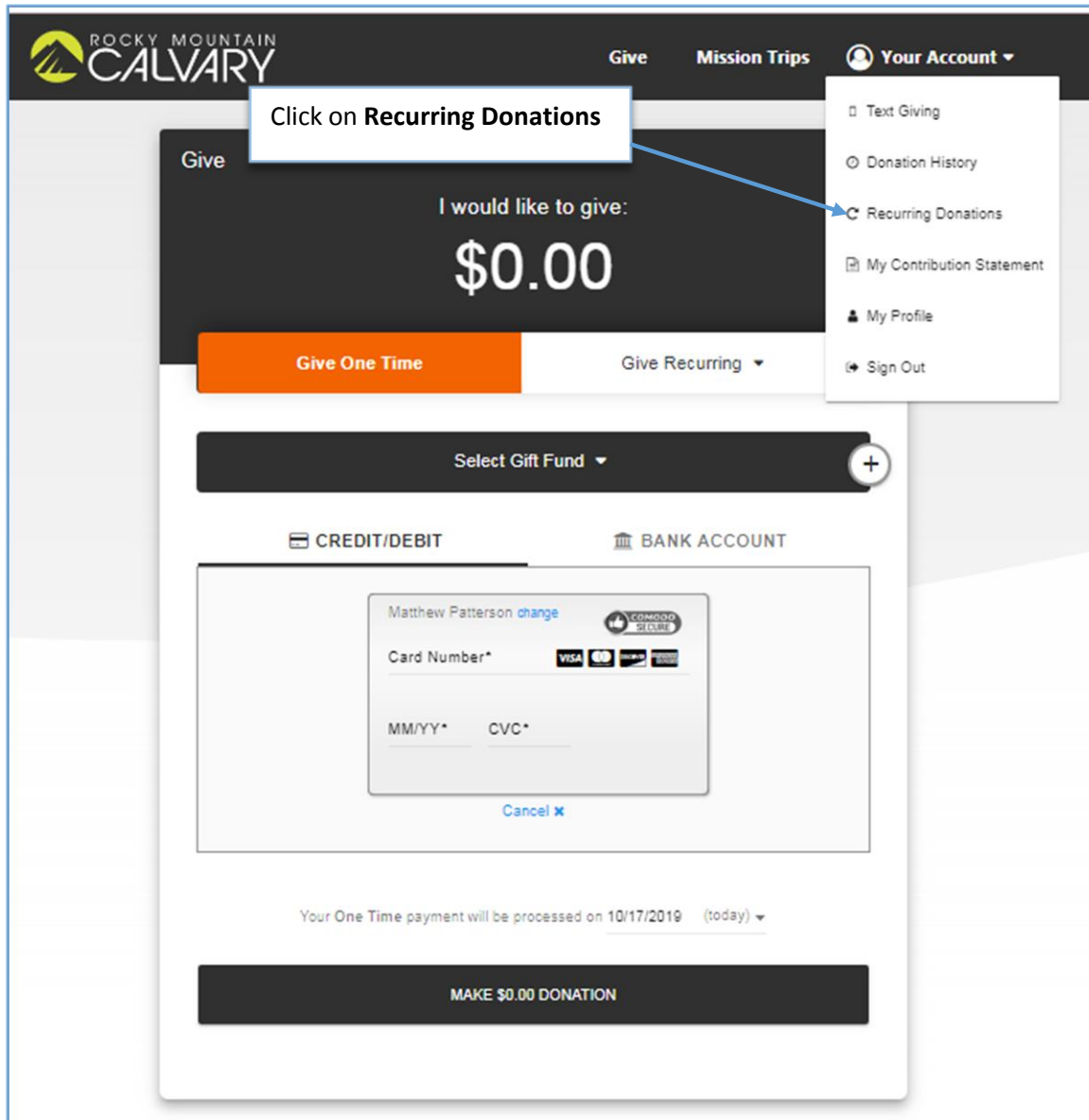


Figure 4

Click the **Edit** button next to the recurring gift.

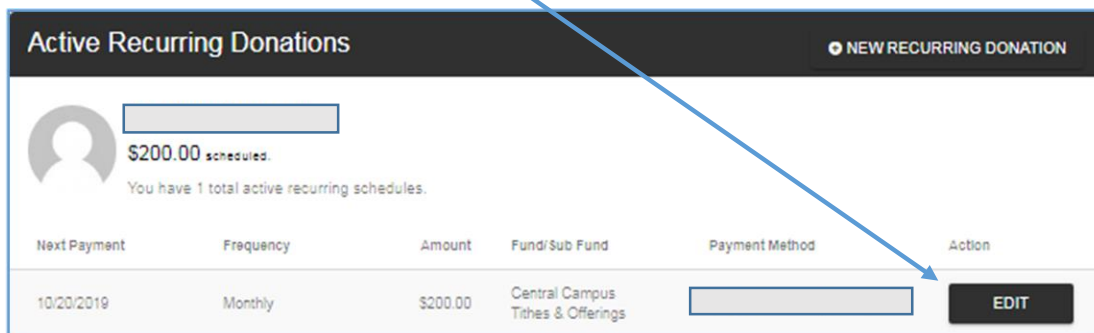


Figure 5

You can change most of your giving options without cancelling and recreating your recurring gift. Or you may cancel your recurring gift.

The screenshot shows the 'Edit Recurring Donation' page. At the top, it says 'I would like to give: \$200.00'. Below this are two buttons: 'Give One Time' and 'Give Monthly'. Underneath are two dropdown menus: 'Central Campus' and 'Tithes & Offerings'. A section for 'Bank Name' shows 'Air Academy Federal Credit Union' with a 'CHANGE' button. Below that is 'Account Ending In' with a masked input field and a bank icon. A link 'Add a new payment method' is below. A date selector shows 'Your Monthly payment will be processed on 10/20/2019'. At the bottom are two buttons: 'UPDATE \$200.00 DONATION' and 'CANCEL RECURRING DONATION'. Callout boxes on the right explain each of these elements.

**Edit Recurring Donation**

I would like to give:  
**\$200.00**

Give One Time | Give Monthly

Central Campus | Tithes & Offerings

Bank Name: Air Academy Federal Credit Union (CHANGE)

Account Ending In: [Masked] (Bank Icon)

Add a new payment method

Your Monthly payment will be processed on 10/20/2019

UPDATE \$200.00 DONATION

CANCEL RECURRING DONATION

**Change the Amount** for your recurring gift.

**Change the gift frequency.**

**Change the fund** for your gift (congregation or missionary).

**Change the Payment Method** for your gift (Bank Account or Credit/Debit card).

**Edit the Payment Date** for your gift to be processed on the day you select.

**Click here** to update the changes to your recurring gift.

**Click here** to cancel your recurring gift.

Figure 6