

Online Giving Instructions for Checking/Savings Accounts (Credit Cards not Accepted)

1. Go to the church website, www.calvarylubbock.org, to sign up.
2. Click the green “Click Here to Give” button. This takes you to a secure site to enter your bank account information. None of your personal information will be used or sold to any organization and is only accessible to the church business office.
3. Go to the “New Member” section and click on “Create Profile.” To do a one-time donation a profile isn’t necessary, but it is easier to keep track of your giving through a profile. If you wish to do a recurring donation or have a record of your online giving, you will need to set up a profile.
4. Enter your email address and click “Continue.” This will be your username that you’ll use to login in the future.
5. Enter your name, contact information, and a password and click “Create Profile.” This password does not have to be the same as the password you use to login to your online bank account or any other account; it is used exclusively to login to this online giving account.

This will take you to the “Summary” page.

6. Click “Add Transaction,” which will take you to the “Donations” page. Once there:

A. Enter the amount you would like to give and the area that you would like to give to.

B. Designate if this is a one-time transaction or if you would like it to recur on a weekly or monthly basis. Also, choose the date that you would like the money to be debited from your account (you can click on the calendar icon to see a calendar view). If you are setting up a recurring transaction, the amount will be debited each week or month, depending on the time period you choose, on the day that you choose. If at any time in the future you need to adjust the amount or change the date of the debit you can log in and change or suspend the giving. If you suspend you can also select a new start date for the deduction to begin.

C. Click “Continue.”

7. You are now on the “Donation Information” page and can enter your checking or savings account information and click “Process” when you’re finished. On “account,” you’ll select either “new account-checking” or “new account-savings” and enter your routing and account numbers. After making a donation with the account that you enter, it will be saved and available for you next time without you having to re-enter these numbers. In the bottom half of the page, you have option to note if your gift is “in honor of” or “in memory of” someone. You can also specify if you would like anyone else notified of your gift. Finally, if you have any other information on your donation that you’d like to share with our business office, include it in the box at the bottom of the page.

8. You will be taken to a confirmation page of your donation, and you can record the confirmation number at the top of the page or print the entire page for your records if you wish. You will also receive an email confirmation of each donation.

* During special offerings (Annie Armstrong, Lottie Moon, Mary Hill Davis, etc) there will be an option available designating those offerings. There will also be places as needed to pay for events (trips, camps, or special events) allowing you to make regular monthly payments towards special events, deposits or one-time payments.

* If you want to sign up for this but don’t have internet service you can contact Laurie in the business office (794-4006) and she will get the necessary information from you to get you signed up. You will still have all the same options to change, postpone or suspend your giving by contacting the office at least 5 days before the draft is to take place in order to make sure any changes are applied before your draft goes through.