

**Instructions for Online Donations to Peace United Church of Christ
For 2018 Calendar Year**

Below are the instructions for two methods for online donations to the General Fund for Peace UCC.

1. The first method is to complete the “Authorization Form” on page two of this document and send it to the Church Office. The person authorized to manage online donations will set up your donation according to the information you provide on the Authorization form.

2. The second method is to set up electronic payments via a credit/debit card, checking, or savings account. The paragraphs below describe the steps to self-manage online donations to Peace UCC.
 - A. Visit the Peace UCC website at www.peaceuccstl.org.
 - B. Select “Support Peace”.
 - C. Select “Donate”.
 - D. Go to “Donate Online”. In the second paragraph under “How to Donate to Peace UCC”, click on the text “eService Payments”.
 - E. On the “Online Donations” page, Under the green bar labeled “Log In”, enter your email address and password - if you already have set up a profile. [If not, click on “Create Profile: to set up your profile and establish your secure access to the website.]
 - F. Continue changing your online donation for the coming year by selecting “Add Transaction”.
 - G. Select “General Fund”.
 - H. Select the box labeled “Donation Frequency”. Select preferred option – “one time”, “weekly”, “monthly”.
 - I. Select “Donation Start Date”. Input the beginning date for your donation, e.g., 01/01/2018. **Note: This authorization will remain in effect until you terminate it.**
 - J. Select “Continue”.
 - K. On the “Donation Information” page, select “Credit/Debit Card”, “Checking”, or “Savings”. Enter the required information. If you have previously input the required information relevant to your select method of payment, select the preferred method of payment for the coming calendar year.
 - L. When finished with this page, click on the box by “I am not a robot.”

Note that once you select “Process” your donation will be submitted, and you will have authorized Peace UCC to debit money from your account.
 - M. Click on “Process”.
 - N. Your screen will change and provide you a report of your online donation. Print a copy for your records.

Thank you for your support of the mission of Peace UCC.
Finance Team

