

A Guide to Using Mount Pisgah's Online Contribution System

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Login Information

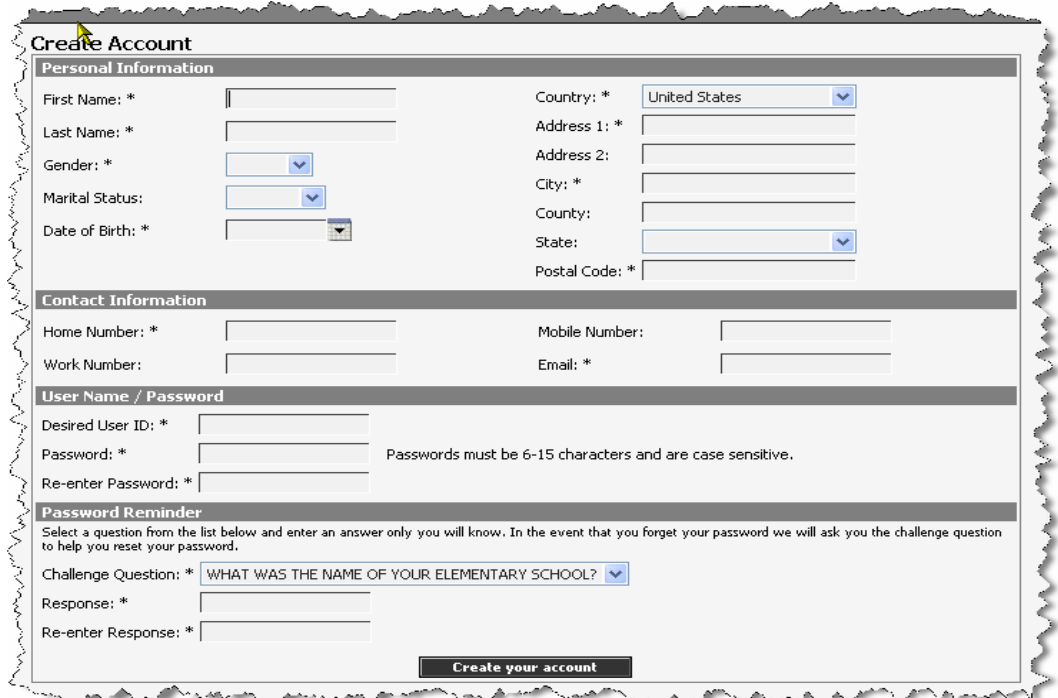
When you click on



you will see the following screen:

If you have an ID and Password, please proceed to login.

If this is your first time logging in, please click on **Create Account** to create your user ID and Password. The screen will look similar to the image below. After you fill in your information, your ID and password will be created and you will go directly to the Online Contribution screen.

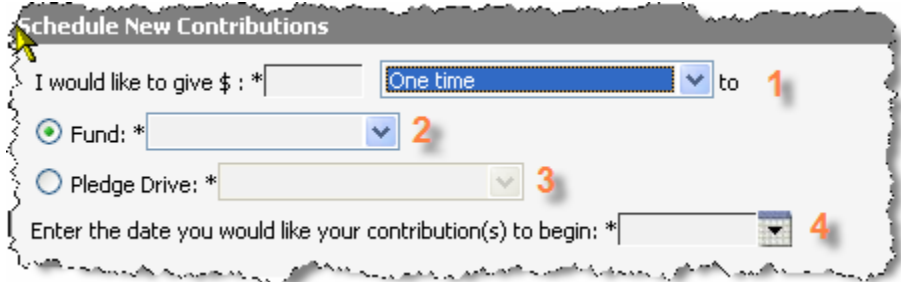


On the bottom of the screen, if you are using Internet Explorer, you will see a yellow lock, indicating that your session is secure.

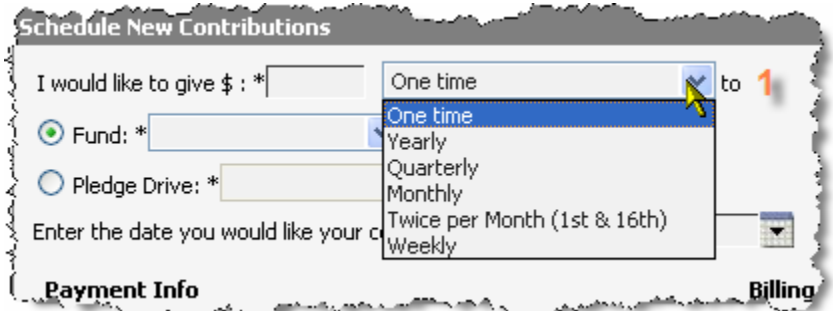


Schedule New Contribution

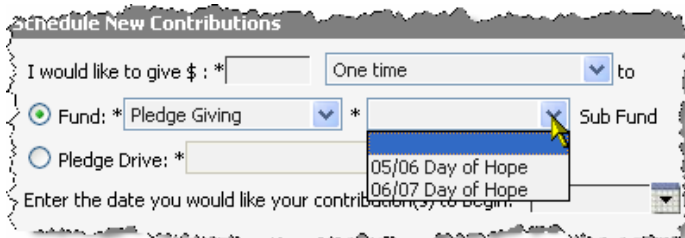
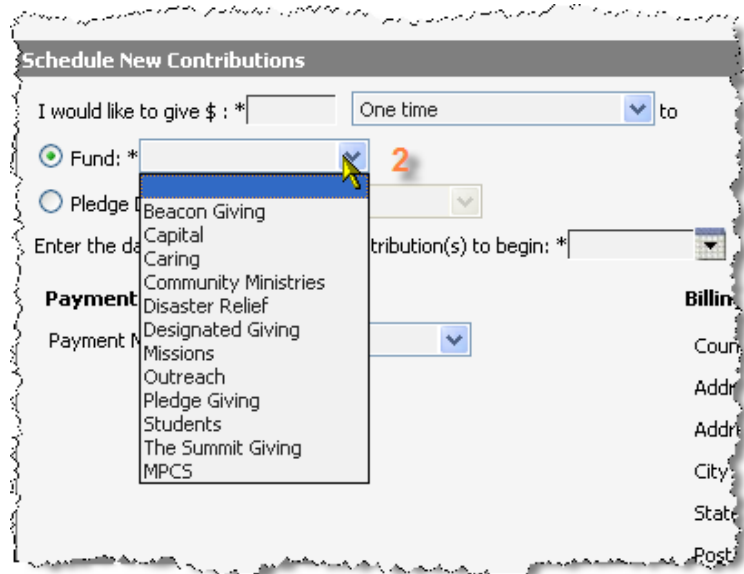
There are 4 items in this section.



Item 1 describes the giving amount and frequency of giving.



Item 2 describes the type of Fund to which you would like to contribute. Select a Fund from the drop-down list. If there are other funds associated with the selected Fund, you will choose from a Sub Fund list.



Item 3 allows you to contribute to a specific Pledge Drive. Select the pledge drive from the drop-down list.

Schedule New Contributions

I would like to give \$: * One time to

Fund: * Pledge Giving * Sub Fund

Pledge Drive: * **3**

Enter the date you begin: *

Payment Info **Billin**

Item 4 allows you to select a date to start your contribution.

Pledge Drive: *

Enter the date you would like your contribution(s) to begin: * **4**

Payment Info

Payment Method: *

March 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Postal C

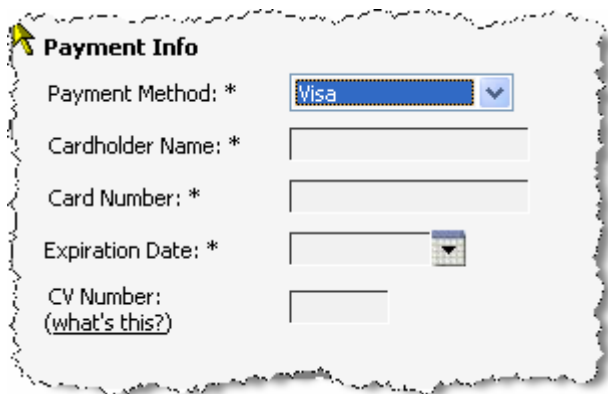
Payment Types

There are two types of payments available:

1. Credit Card
2. Electronic Check

Credit Card Payment

Mount Pisgah accepts several credit cards as displayed in the image below. Select one of the credit cards and follow the instructions. Please note that the credit card billing name and address must match your online contribution account information.



Payment Info


Payment Method: *

Cardholder Name: *

Card Number: *

Expiration Date: *

CV Number:
(what's this?)



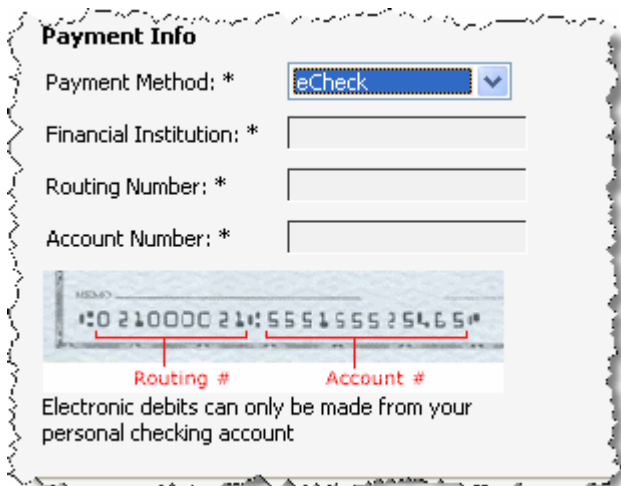
Payment Info

Payment Method: *

- Visa
- MasterCard
- American Express
- Discover
- Diners Club
- eCHECK

Electronic Check Payment

Mount Pisgah also accepts electronic checks (eCheck) for those that prefer to pay by check. You will need your Routing # and Account # to complete this process.



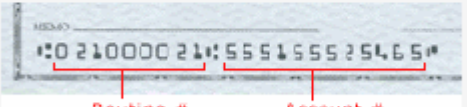
Payment Info

Payment Method: *

Financial Institution: *

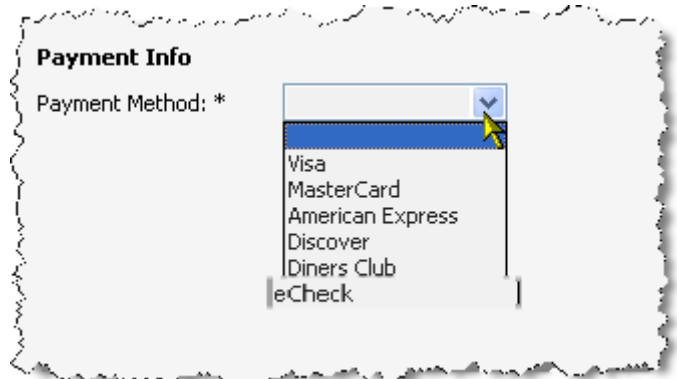
Routing Number: *

Account Number: *



Routing # Account #

Electronic debits can only be made from your personal checking account



Payment Info

Payment Method: *

- Visa
- MasterCard
- American Express
- Discover
- Diners Club
- eCheck

After your payment information is complete, click on Schedule New Contribution to process your contribution.

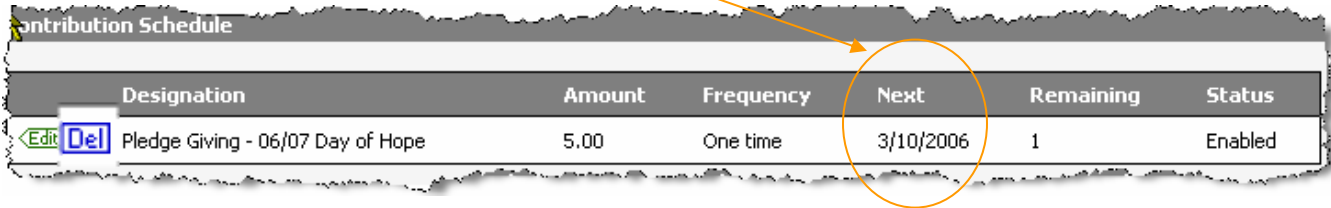
[Schedule New Contribution](#)

Pending Contribution Schedule

Your payment information (i.e. Name, Address, Credit Card, or eCheck) will be processed by our payment gateway on the date you specified.

Until that processing date, you can Delete or Edit your contribution.

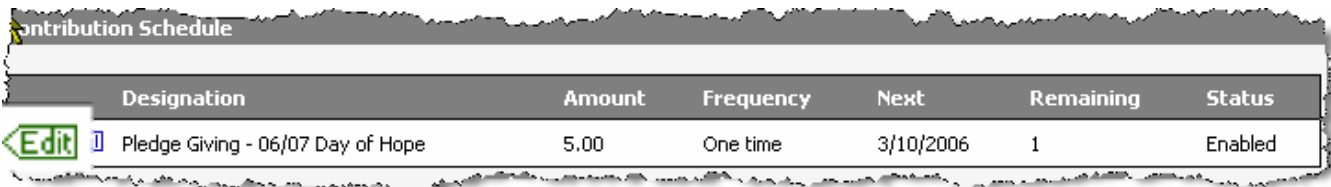
Click on [Del](#) to delete your contribution.



The screenshot shows a table titled "Contribution Schedule". The table has columns for Designation, Amount, Frequency, Next, Remaining, and Status. A row is shown with the designation "Pledge Giving - 06/07 Day of Hope", an amount of 5.00, a frequency of "One time", a next date of 3/10/2006, a remaining count of 1, and a status of "Enabled". There are "Edit" and "Del" buttons to the left of the row. An orange circle highlights the "Next" date, and an orange arrow points from the text above to this circle.

Designation	Amount	Frequency	Next	Remaining	Status
Edit Del Pledge Giving - 06/07 Day of Hope	5.00	One time	3/10/2006	1	Enabled

Click on [Edit](#) to modify your contribution.



The screenshot shows the same table as above. A green arrow points from the text above to the "Edit" button in the first row.

Designation	Amount	Frequency	Next	Remaining	Status
Edit Del Pledge Giving - 06/07 Day of Hope	5.00	One time	3/10/2006	1	Enabled

Contribution History

You are able to review your contribution history for the current and prior year by selecting a YEAR from the drop-down list.



The screenshot shows a page titled "Contribution History". It displays the message "No contribution history available." Below this message is a drop-down menu showing "2006" and a "Year to Date \$0.00" label.

Contribution History	
No contribution history available.	
2006	Year to Date \$0.00

Log Out

After you have completed submitting, editing or reviewing your contributions, you will log out of the Online Contribution System by clicking the LOGOUT button.

