

Getting Started:

- ▶ Would you like to give without setting up a donor account? Click “Quick Give”.
- ◆ First Time Donor? Click “First Time” and setup your Donor Profile.
- ◆ Already a registered donor? Simply enter your Email address and Password.
- ◆ Forgot your password? Click “Forgot Password”.

Setting Up Your Donor Profile:

- ◆ Enter your email address and password.
- ◆ Password must be at least 8 characters and must contain a combination of letters and numbers
- ▶ Remember these login credentials! You will need them to access your Donor Profile.

OneTime Gift - Cards:

- ◆ Login by entering your email address and password.
- ◆ Select which fund(s) you would like to donate to from the drop down list.
- ◆ Enter your donation amount.
- ◆ Add your card information and billing details.
- ◆ Click “Submit” to process your donation.

OneTime Gift - eChecks/ACH: **smart choice*

- ◆ Login by entering your email address and password.
- ◆ Select “Click to Use eCheck” located at the top right of the “Your Donation” screen.
- ◆ Select which fund(s) you would like to donate to from the drop down list.
(for mobile users the multiple funds option is not available)
- ◆ Enter your donation amount.
- ◆ Add your bank account information.
- ◆ Click “Authorize” to process your donation.

Automatic Recurring Donations:

- ◆ Login by entering your email address and password.
- ◆ Select “Scheduled Giving” located on the left hand navigation.
- ▶ If using the eCheck/ACH method select “Use eCheck” located at the top right of your screen.
(for mobile users this may appear mid way down on the right of your screen)
- ◆ Select which fund you would like to donate to from the drop down list.
- ◆ Enter your donation amount.
- ◆ For eChecks, select the frequency, number of installments(how many times) and a start date
- ◆ Add your bank account information.
- ◆ Click “Authorize” if using the eCheck/ACH method or “Activate Schedule” if using the card method, to start your recurring donation schedule.

**Note: If you plan to use Text-2-Give use the same email address you used for online giving*

Available via Web @ <http://theecm.org/give>

Our Online Campus @ <http://live.theecm.org>