Using a West Side Christian Church Online Giving Account

Navigate to the West Side Christian Church Giving Page website and follow steps below:

West Side Christian Church (DOC) Where All Are Welcome	Giving Page
	Select this to create an online giving account or log on to an existing giving account
Home	
Bulletins, Announcements and Newsletters	New / Existing Account
Calendar	to create an online giving account you must have an email account in the worde database.
West Side YouTube Channel	Select this to make a one time gift.
Listen Online	One Time Gift
Who Are We 🗸	If you have an existing account, it is recommended you sign into your existing account
Contact	instead of using the one time gift.
Pastor Mark's Blog	You may also contribute by text message: Text "Give" to (757) 214-9082
2019 Newsletters	
1 AMB	
UPCOMING EVENTS	
There are no upcoming events.	Proudly powered by WordPress

1. From the West Side Christian Church online giving page, click on the "**New / Existing Account**" button. This link will take you to the Log In for the Account Portal.

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À Add → View Calendar →	,,

2. On the Account Portal page, enter your Username and Password and select the green "Login" button

Log In or Create New Use	r		
a, password		Forgot Password	
\langle	Login 利		

3. From the Overview screen, click on the "**My Accounts**" tab to set up an account or accounts where the funds for the gift will come from.

https://wmt.suran.com/tool/giver_portal/over	view?guid=9f356d9699cb11e8aa7a51911358d7fb	• @
Overview	Welcome, West Side Giver!	
My Accounts	To use this Giver's Portal, first create your giving accounts under "My Accounts", and then you can schedule your gifts under "My Recurring Gifts".	
My Recurring Gifts		
My Giving History		
	Logged in as Acct Holder Logo	ut

4. Click on the blue "<u>Create New Account</u>" link to setup where the funds for the gift will be transferred from (Credit Card or Bank)

ttps://wmt.suran.com/tool/giver_portal/acc	counts?guid=9f356d96	99cb11e8aa7	a51911358d7fb					(
Overview	Name	Туре	Credit Card Number	Expiration Date	Account Number	Routing Number	Bank Name	
My Accounts	BoA	Checking	Int				BANK OF AMERICA, N.A.	Delete
My Recurring Gifts		ew Accor						
My Giving History								
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5. Enter the information for the account and then click on the "**Create Account**" button

https://wmt.suran.com/tool/giver_portal/enter_account?guid=9f	56d9699cb11e8aa7a51911358d7fb @
Overview	Account Nickname
	Billing Name
My Accounts	Billing Street
· · · · · · · · · · · · · · · · · · ·	Billing City
	Billing Country United States
My Recurring Gifts	Billing State Please Select a State ▼
	Billing Zip Code
My Giving History	<u>Credit Card</u> <u>Bank Account</u>
	Credit Card Number
	Expiration V V
	Create Account

6. Click on the "My Recurring Gifts" tab, then Click on the blue "Create New Recurring Gift" link.

is://wmt.suran.com/tool/giver_portal/viev	Crecurring_gifts?guid=9856d9699cb11e8aa7a51911358d7/b Click Create New Recurring Gifts to set up a new gift. If you want to change an active gift, click Stop on and create a new gift with your changes.	• it
My Accounts	Pending Recurring Gifts Account Amount Frequency Start Date Action	
My Recurring Gifts	Create New Recurring Gift	
My Giving History	Active Recurring Gifts	
	Account Amount Frequency Last Gift Date Next Gift Date Action	
	Historical Recurring Gifts	
	Account Amount Frequency Last Gift Date Date Ended	

- 7. Setup a recurring gift:
 - a. Indefinite Gift Select the "**Recur Indefinitely**" under 'Number of Gifts' option.
 - b. Specific number of Gifts Select the "**Recur a specific number of times**" option and define number of gifts.

https://wmt.suran.com/tool/giver_portal/enter_r	ecurring_gift?disabled=false&guid=9f356d9699cb11e8aa7a51911358d7fb	©,
Overview	Account	
My Accounts	Schedule Ukeekiy	
	BI-weekly 1st and 15th of Month	
My Recurring Gifts	Monthly	
My Giving History	Ouarteriy	
	Ctot Data	
	Number of Gifts	
	Recur Indefinitely Recur a specific number of times What is this?	
	Memo	
	Giving Fund	<
	Amount 0.00	
	Add Breakdown Line	
	Create Recurring Gift	

Note: To setup a onetime gift, you can setup a recurring gift and use **1** for the specific number of times for the recurrence

Note: Fee for Credit Card transactions are approximately 3% of the transaction amount and transfer of funds from a bank is \$0.89 per transaction.

- 1. Complete the gift information on this page
 - a. Select the account you want the funds to be withdrawn from
 - b. Click on the schedule of the recurring gift (i.e., Weekly, Monthly)
 - c. Enter start date
 - d. Enter number of gifts if you selected the "Recur a specific number of times" option
 - e. Select one of the funds from the "Giving Fund" pull down menu

	Account	¥
	Schedule	Weekly
		- Di umaldu
		General Fund
		Memorial Fund
		Scholarship Fund
		Miscellaneous
		Special Offering - Easter
	Start Data	Special Offering - Pentecost
	Statt Date	Special Offering - Thanksgiving
	Number of Gifts	Special Offering - Christmas
Recur Indefinitely	Recur a specific	Special Offering - Week of Compassion
	Memo	Special Offering - Reconciliation
		Disciples Mission Fund
		Contingency Fund
	Giving Fund	•
	Amount	0.00
	Designation	

f. Enter amount of recurring gift and click on the "Create Recurring Gift" box to schedule your recurring gift.

	Account	T
	Schedule	Weekly
		Bi-weekly
		1st and 15th of Month
		Monthly
		Quarterly
		Annually
	Start Date	
Recur Indefinitely	Number of Gifts Recur a specific	number of times What is this?
	Memo	
	Children Fund	
	Amount 5	00.00
	Designation	

Note: If you want contribute to more than one fund for the recurring gift, click on the "Add Breakdown Line" box and complete the additional information.

Add Breakdown Line