

## 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

Home  
Bulletins, Announcements and Newsletters  
Calendar  
West Side YouTube Channel  
Listen Online  
Who Are We  
Contact  
Pastor Mark's Blog  
2019 Newsletters

**UPCOMING EVENTS**  
There are no upcoming events.  
Add View Calendar

### Giving Page

Select this to create an online giving account or log on to an existing giving account

**New / Existing Account**

To create an online giving account you must have an email account in the WSCC database.

Select this to make a one time gift.

**One Time Gift**

If you have an existing account, it is recommended you sign into your existing account instead of using the one time gift.

You may also contribute by text message: Text "Give" to (757) 214-9082

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

Account Portal

Log In or Create New User

username  
Username is required.

password

Forgot Password

Login →

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/overview?guid=9f356d9699cb11e8aa7a51911358d7fb

Overview

Welcome, West Side Giver!

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".

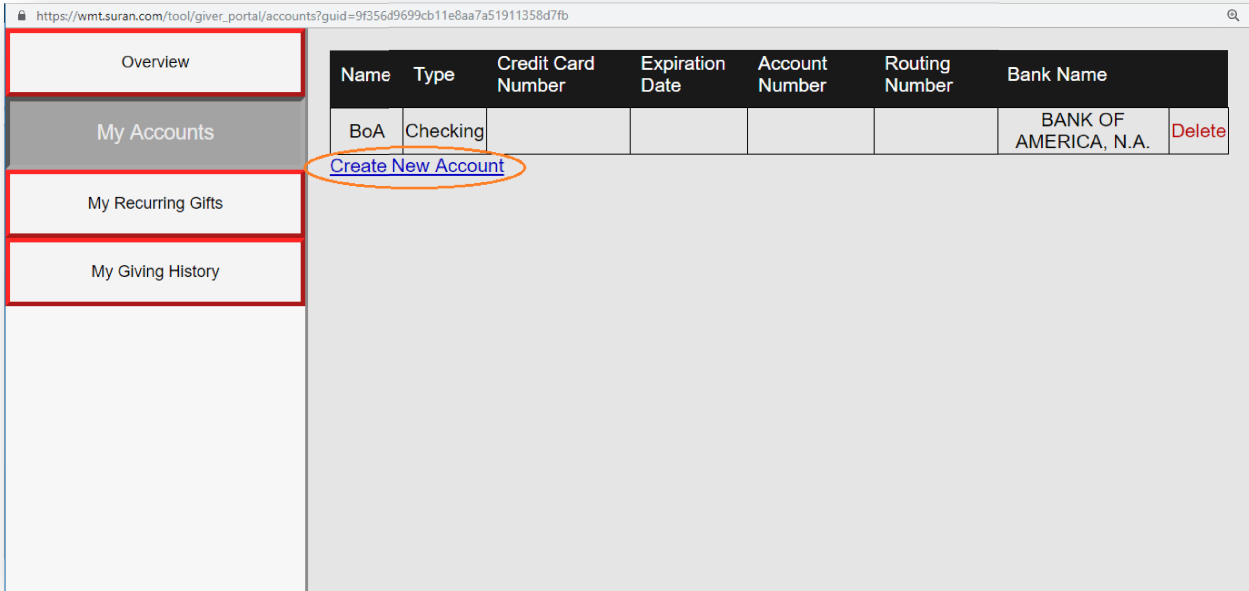
My Accounts

My Recurring Gifts

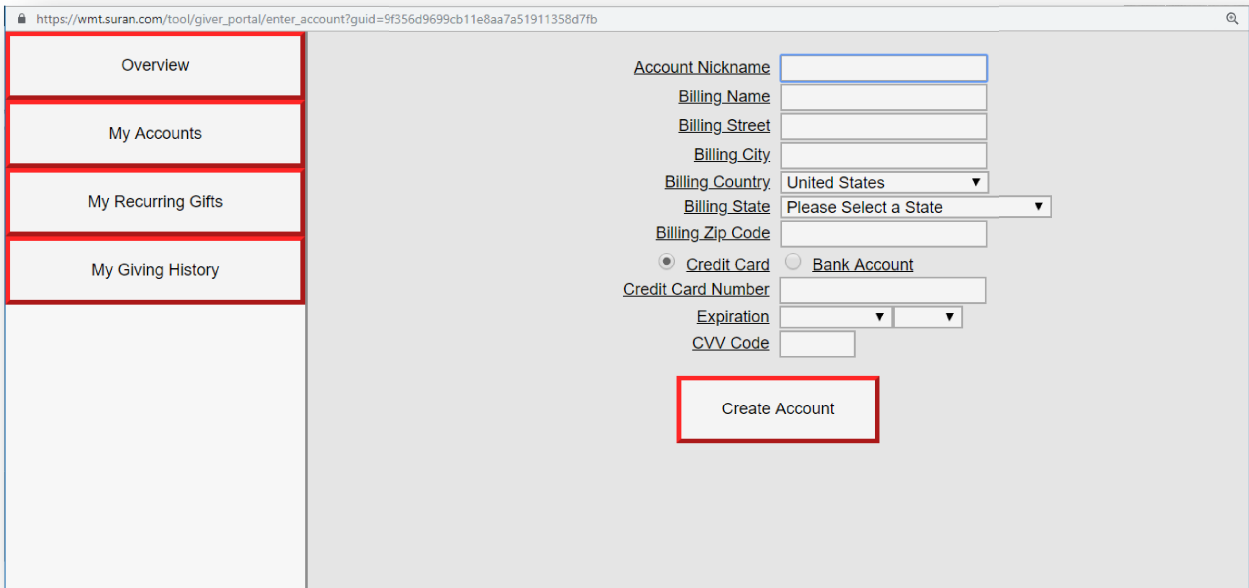
My Giving History

Logged in as Acct Holder Logout

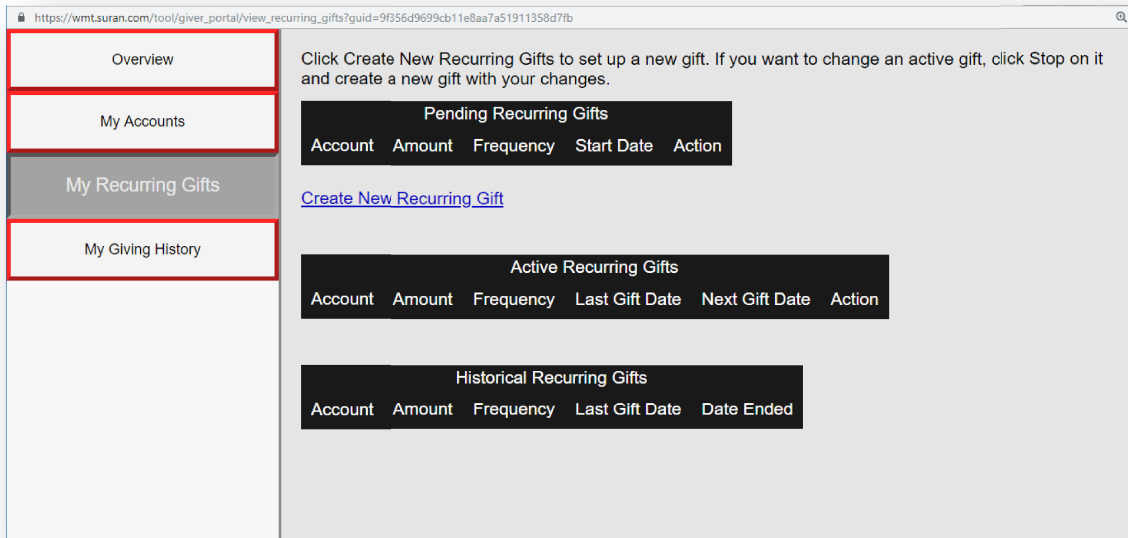
4. Click on the blue **“Create New Account”** link to setup where the funds for the gift will be transferred from (Credit Card or Bank)



5. Enter the information for the account and then click on the **“Create Account”** button

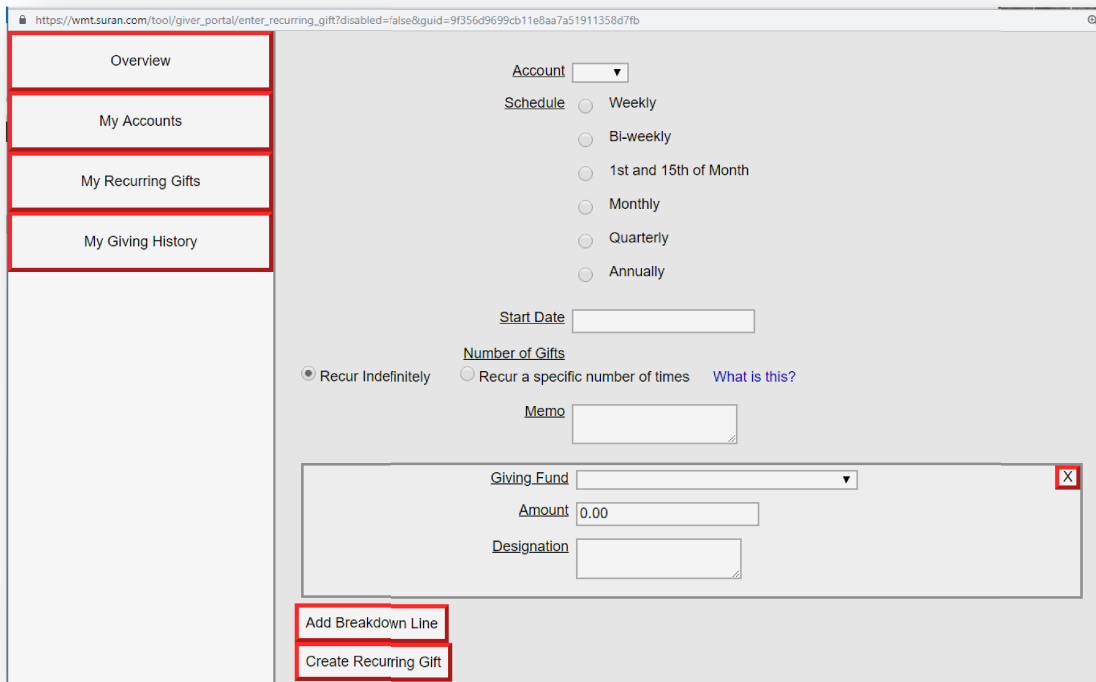


6. Click on the “My Recurring Gifts” tab, then Click on the blue “[Create New Recurring Gift](#)” link.



7. Setup a recurring gift:

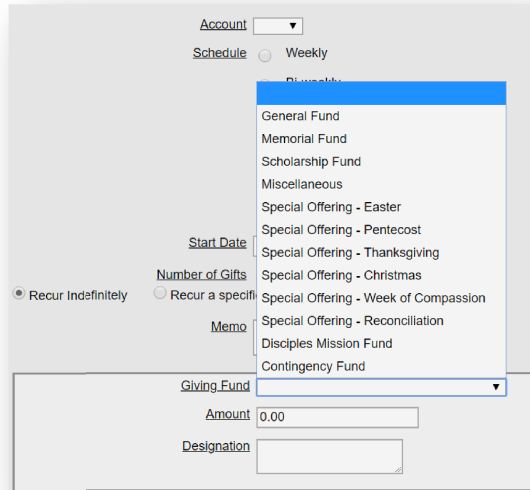
- Indefinite Gift - Select the “**Recur Indefinitely**” under ‘Number of Gifts’ option.
- Specific number of Gifts – Select the “**Recur a specific number of times**” option and define number of gifts.



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

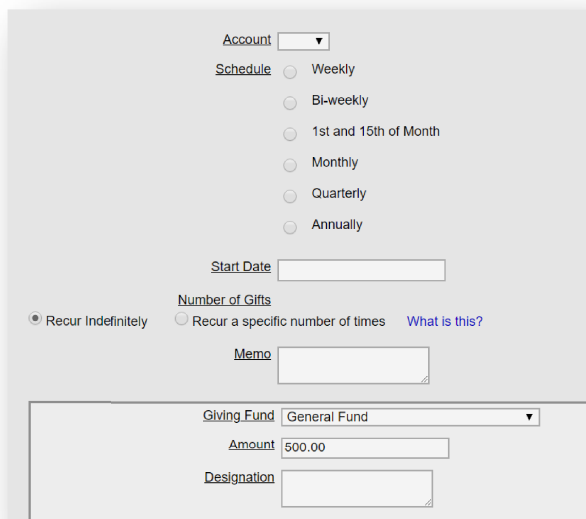
**Note: Fee for Credit Card transactions are approximately 3% of the transaction amount and transfer of funds from a bank is \$0.89 per transaction.**

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



A screenshot of a web form for creating a recurring gift. The form includes fields for Account, Schedule (Weekly, Bi-weekly, 1st and 15th of Month, Monthly, Quarterly, Annually), Start Date, Number of Gifts (Recur indefinitely or Recur a specific number of times), Memo, Giving Fund (dropdown menu), Amount (0.00), and Designation. The Giving Fund dropdown menu is open, showing a list of options: General Fund, Memorial Fund, Scholarship Fund, Miscellaneous, Special Offering - Easter, Special Offering - Pentecost, Special Offering - Thanksgiving, Special Offering - Christmas, Special Offering - Week of Compassion, Special Offering - Reconciliation, Disciples Mission Fund, and Contingency Fund.

- f. Enter amount of recurring gift and click on the “**Create Recurring Gift**” box to schedule your recurring gift.



A screenshot of the same web form, but with the Amount field set to 500.00. The Giving Fund dropdown menu is now closed and shows "General Fund" selected. The "Create Recurring Gift" button is not visible in this view.

**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