

# ONLINE GIVING

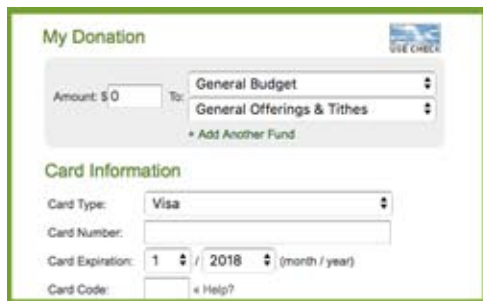
## HOW TO SET UP YOUR *NEW* ONLINE GIVING ACCOUNT

Thank you for your interest in setting up your online giving account. **Both current online-givers as well as those who are new to online giving will need to create a new account on our updated F1 Giving platform.** This process is more simple than ever before. To begin, just navigate to the Give page ([sycamoreview.org/give](http://sycamoreview.org/give)) on our website and click the green "Give Online" button. Once you are on the page for our new giving portal, follow the instructions below:



### Create Your Online Giving Account

Select "**First Time? New User Registration**" from the left column to begin setting up your personal account. Follow the on-screen instructions. It only takes a few minutes before you're up and running!



### Select the "General Offerings & Tithes" Fund

To select the fund to which you wish to donate, navigate to the top drop down list and choose "**General Budget**" account. Next, select "**General Offerings & Tithes**" from the second list. Enter your donation amount. After scheduling your tithe, you can also make a donation to the **901 Missions Offering**. Just click on the "Give Now" tab to make a one-time gift, follow the steps above, and select the 901 Offering from the second list.



### Select Your Payment Type

Before submitting your offering, you must choose a payment type. In addition to the **ACH** and **eCheck** (bank checking account transfer) options currently offered, we now accept **debit\*** and **credit cards\***. To give with your bank account, please click the "**USE CHECK**" icon on the previous screen near the top right of the donation page and fill out the needed information.

## SCHEDULE YOUR GIVING

- Select "**Scheduled Giving**" on the left hand navigation.
- Select which fund you would like to donate to and enter your recurring donation amount.
- Select the frequency, number of installments, and start date of your gifts.
- Add your payment type (checking account, credit, or debit card) and billing details.
- Click "Activate Schedule" to start your recurring donation schedule.



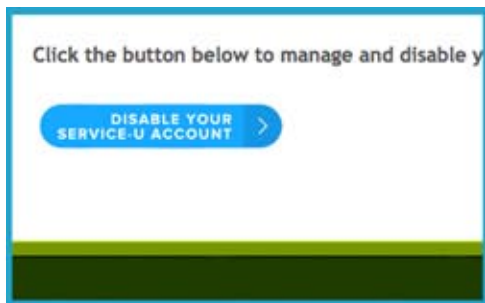
\*As a way of being able to honor the request of adding credit and debit cards, **we do ask that if you give with a card, that you please click the box at the bottom of the donations screen to help us cover the additional 3% processing fee that is incurred for your transaction.** This simple click will help us save thousands of dollars each year that will be put straight back into ministries that are vital to our church and surrounding community.

# DEACTIVATE

## HOW TO DISABLE YOUR OLD ONLINE GIVING ACCOUNT

**Thank you for giving online!** We appreciate your gifts and want to bring you a new expanded platform of online giving. That said, there are a few things to be aware of regarding this transition. In order to provide these upgrades, **all current online-givers will need to create a new account on our updated F1 Giving platform.** To sign-up, please follow the instructions on the back of this sheet. Our goal is to help you migrate to the new giving platform. As a part of this migration process, **you will need to cancel all recurring giving on the current ServiceU platform before we close out the system in May.**

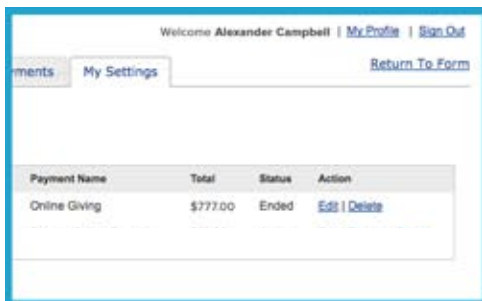
To deactivate your current giving account, please follow **4 EASY STEPS** below:



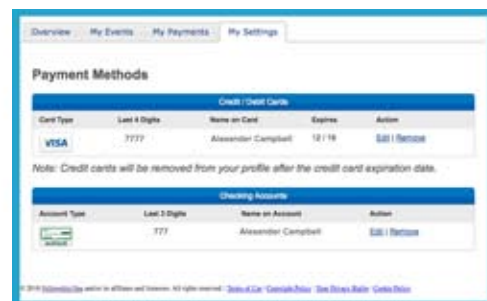
**STEP 1: Click our website link**  
Click the **blue button** on the Give page of our website ([sycamoreview.org/give](http://sycamoreview.org/give)).



**STEP 2: Log into ServiceU**  
Log in with your **username** and **password**.



**STEP 3: Navigate to My Settings**  
Click the **"My Settings"** tab and select **"Recurring Payments"** to disable or delete any recurring payments.



**STEP 4: Remove Payment Methods**  
Return to the previous page by clicking the **"My Settings"** tab again and select **"Payment Methods"** to remove any accounts.



We will be migrating your online giving records to our new church management system, but **we suggest that you also print out copies of your giving data for your own records.** If you have any questions regarding this transition, please email **Justin Ardrey** ([jardrey@sycamoreview.org](mailto:jardrey@sycamoreview.org)).