# Harriett Baptist Church

Word Centered • Christ Exalting • Mission Driven • Community Focused

Member Access & Online Giving Setup Instructions

Member Access: Gives you access to your personal giving history in real time (for each family member), edit your profile, view the church calendar (when active), and even give online!

Online Giving: Allows you to give by Credit/Debit, ACH/Checking Draft, or SMT/Text Giving.

1. **Setup your account.** Visit www.harriettbaptist.com and click on Member Access page or our Online Giving page to setup your account.
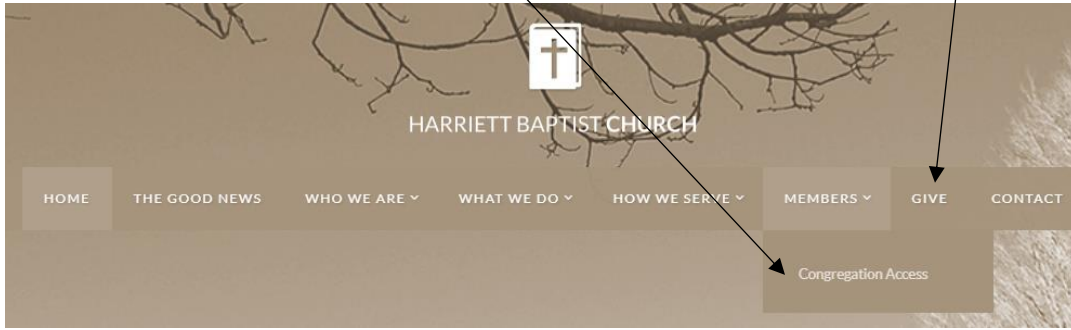
2. Enter your email address and passcode. If you already have passcode skip to step 8 for the Online Giving steps. If this is your first time and do not have a passcode click on "I do not know my Passcode, or I do not have a Passcode" and proceed to step 3.

3. If you click "I do not know my Passcode, or I do not have a Passcode", you will be prompted to enter your email address and type the numbers that appear on your screen. Note your numbers will be different than what is shown below.

4. If your email address is already in our database, then a temporary passcode will be emailed to you from ChurchTrac Support.
5. If your email address is <u>NOT</u> in our database, then you will get the message below. Please complete and your request to be added to our database will be sent us.

We couldn't locate your profile using the email address you provided. You can go back and try a different email address, or you can register using the email you provided. Complete the fields below, and we'll send a note to your church with your request to be added.

Email:
test@gmail.com

First Name:
First Name

Last Name:
Last Name

Phone Number:
Phone Number

Address:
Address

City, State Zip:
City, State Zip

Continue

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6. Once you are in - Click on the wrench icon beside "Sign Out" to change your password.

Your Profile | Giving History | Calendar | Online Giving | ⚙ | Sign Out

Use the fields below to edit your profile. Changes are saved automatically.
To view or edit a family member's profile, click on their name in the Family section below.

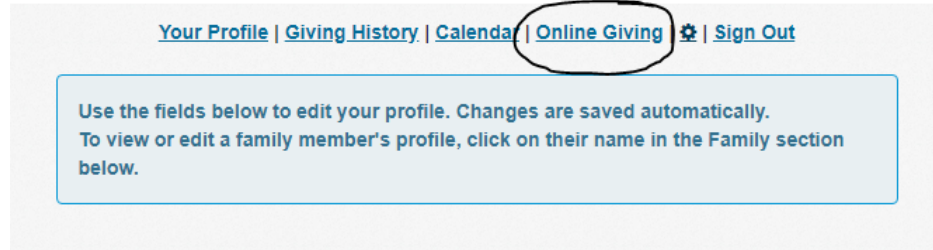7. Enter the current password that was emailed to you and then enter your new password and click Submit.

Change Your Passcode

Enter your Current Passcode:
Enter your current passcode

Type a New Passcode:
Type your new passcode

Re-Type your New Passcode:
Re-type your new passcode

Submit

Cancel

8. There are two ways to reach the online giving page.
   a. Click on "Online Giving" after logging into Member Access.

   b. Click on the "Give Online" button on the "Give" webpage. This will take you directly to the online giving landing page.

9. See below for default landing page for Online Giving.

10. You have the option to give by Credit/Debit, ACH/Checking Draft, or SMS/Text Giving. **Credit/Debit is the default landing page, but please consider giving by ACH/Checking Draft, as the fee is only .25 cents per transaction as compared to the 2.9% + .30 cents for Credit/Debit or SMS/Text Giving. If you choose Credit/Debit, please consider adding a small amount to your gift to help us cover the cost of processing your donation.**

11. To setup giving with ACH/Checking, select ACH/Checking from the menu bar. The one you select will turn to dark blue in color.
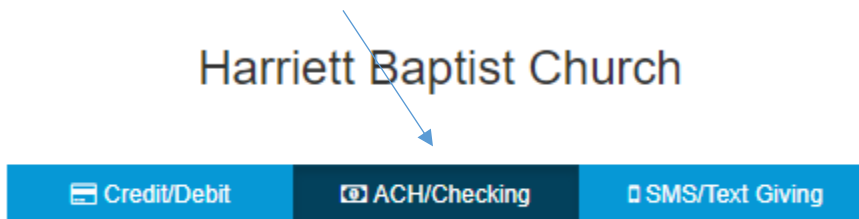
12. Enter a name for your account, select the account type, enter the router number and account number, then click submit.

Note: After submitting your bank info (below), we will create two small deposits in your account. You will need to complete a one-time validation process by providing the amount of these two deposits before you can use this account for making a contribution. It may take a few days for these deposits to appear in your account.

Enter the Account Holder's Name: [Name on this Account]

Account Type: [Individual/Personal ▼]

You will need to enter the Routing Number, which can be found on the bottom left corner of your check. The Routing Number is typically 9 digits.

You will also need to enter your full Account Number which appears just to the right of the Routing Number. DO NOT include the Check Number.

ROUTING NUMBER   ACCOUNT NUMBER   CHECK NUMBER

Enter Your Routing Number: [Routing Number]

Enter Your Account Number: [Account Number]

[Submit]

13. After submitting your bank info, ChurchTrac will create two small deposits and send to your bank account. You will need to complete a one-time validation process by providing the amount of these two deposits before you can use this account for contributing. It may take a few days for these deposits to appear in your account.

14. Once you confirm the two small deposits either from your bank account, log back into online giving, select "Select ACH/Checking from the "Donate Using" dropbox box. Enter the two deposit amounts in the boxes. Your amounts will be different than the image below.

| Processing | ACH CREDIT Harriett Baptist TRANSFER ON 03/12 | ⊕ | P | 0.27 |
| Processing | ACH CREDIT Harriett Baptist TRANSFER ON 03/12 | ⊕ | P | 0.29 |

15. Once this is complete, ChurchTrac will withdraw the two small deposits in one transaction from your account. It may take a few days for these withdrawals to appear in your account.

| ▶ 03/16/2018 | Harriett Baptist DES:TRANSFER ID:AMNTS:27,29 INDN:X CO ID:XXXXX48598 CCD | 🐿 | C | -0.56 |

16. Once you have confirmed your bank account, you can give without having to enter your bank information each time. Select the appropriate category for your gift, enter the amount of your gift and, then click submit. Tithes & Offerings is the default, but you canelect the category of your choice.

Harriett Baptist Church

| Credit/Debit | ACH/Checking | SMS/Text Giving |

I authorize Harriett Baptist Church to electronically debit my bank account.

Tithes & Offerings ▼   Amount

Memo

Submit

17. Setting up recurring gifts is currently only available for Credit/Debit cards. If you give by Credit/Debit you can select if you want your gift to be once, every week, every other week, or every month.

Harriett Baptist Church

| Credit/Debit | ACH/Checking | SMS/Text Giving |

Credit or debit card

Tithes & Offerings ▼   Amount   USD

+ Add another entry

Optional Memo

Charge this Amount:

| Once | Every Week | Every Other Week | Every Month |

Please consider adding a small amount to your gift to help your church cover the cost of processing this donation.

Submit