

## **Directions**

1. Click on Create Profile
2. Enter a valid email address (This email address will be your User ID)
3. Confirm email address
4. Click Continue
5. Enter First Name, Last Name, Address, City, State & Zip, email address & confirm email address, create password and confirm password

### **Password requirements:**

- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than \* " or >

6. Click on Create Profile (This creates your profile and enables you to make donations moving forward by logging into the FMZBC e-giving website.
7. Click on Add Transaction (To make a Donation)
8. Add the amount of giving you would like to make in the following categories (Tithes, Building Fund, Benevolence, Offering, Sunday School, Mortgage Pledge, Scholarship or Special Giving) the website will show you the total amount of your donation.
9. Choose a donation frequency (One Time, Biweekly, or Monthly)
10. Choose a donation start date (current date or a future date)
11. Click on Continue
12. Enter in Member Number(s) if you have one (But not required if you do not remember yours or if you do not have one)
13. Select Account Type (How you want to give) Credit/Debit Card, Checking or Savings
  - a. If you selected Credit/Debit Card, you will enter in your credit/debit card information
  - b. If you selected Checking, you will enter your bank checking account information
  - c. If you selected Savings, you will enter your bank savings account information
14. Click on I'm not a robot

**Please review the information you entered carefully. Once you click the Process button your donation will be submitted.**

15. Click Process (Your donation will be processed)