

SETTING UP ONLINE DONATIONS THROUGH YOUR BANK

(USING EXAMPLES FROM BANK OF AMERICA AND STATE EMPLOYEES CREDIT UNION)

Go to your bank's secure website.

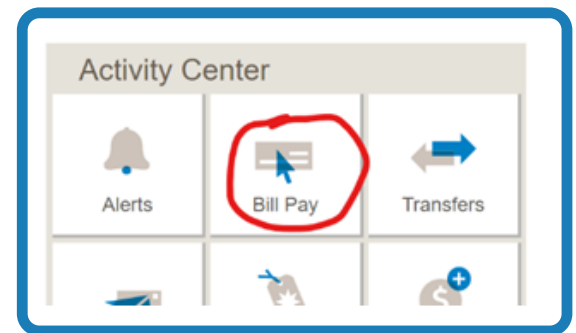
(The website address is usually found on your statement and/or bank card.)

Log into your account.

(You will need information from your bank statement for the initial setup.)

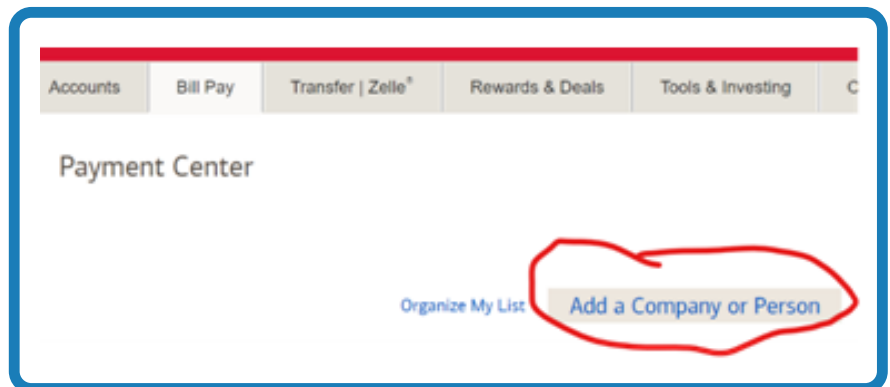
Select BillPay from the menu or the buttons in the Activity Center

(May be under "Online Banking" or similar headings at other banks.)



You'll have to set up the church as a payee the first time.

Look for a button to "Add" a payee, company, person, etc.



The website may first want to conduct its own search for the church's information before giving you the form to enter it manually.

Use your name and/or church envelope number as your "Payee Account Number."

Note that most banks will mail a paper check for you at no extra cost, since the church isn't currently set up to receive electronic payments.

Accounts Move Money BillPay Message Center Services

One-Time Payments Recurring Payment Manage Payees Pt

Your Payee Has Been Added

Your payee is a check (C) payee

Schedule a [Single Payment](#) to Millbrook Baptist Church

Schedule a [Recurring Payment](#) to Millbrook Baptist Church

Add Another Payee

Payee Name: Millbrook Baptist Church

Payee Nickname:

Payee Address Line 1: 1519 E. Millbrook Road

Payee Address Line 2:

Payee City: Raleigh

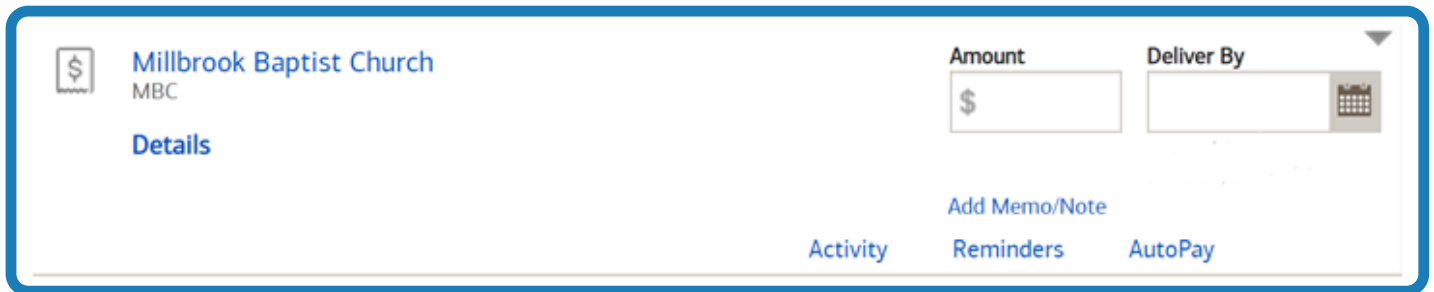
Payee State: NC

Payee Zip Code: 27609

Payee Phone: 919-876-1519

Payee Account Number:

- ➔ Once you have the church set up as a payee, it will show up in your list and you can schedule a donation.
(Example image is from *Bank of America*.)



- ➔ Enter the relevant information.
- Amount you wish to give
 - Delivery date
 - Memo or note (optional) that will be printed on the check's memo line
- ➔ Click "Make Payment" or similar button to finish the setup.
- ➔ Most banks will let you set up one-time payments as well as recurring payments so you can schedule your donation at whatever interval you wish (weekly, monthly, etc.). You can go back and change the setting at any time.

Online Banking/Bill Pay Information Links for Several Local Banks

Bank of America: <https://www.bankofamerica.com/online-banking/mobile-and-online-banking-features/bill-pay/>

Fidelity Bank: <https://www.fidelitybanknc.com/personal/account/online-banking/>

Fifth Third Bank: <https://www.53.com/content/fifth-third/en/personal-banking/bank/online-mobile-banking.html>

First Citizens Bank: <https://www.firstcitizens.com/personal/online-mobile/digital-banking/payments-transfers>

First National Bank: <https://www.fnb-online.com/personal/checking-savings/online-mobile-options/online-banking#>

North State Bank: <https://www.northstatebank.com/personal/online-and-mobile-banking>

State Employees Credit Union: <https://www.ncsecu.org/OnlineServices/BillPay.html>

Wells Fargo: <https://www.wellsfargo.com/online-banking/bill-pay/>